

## **MYERS PARK HIGH SCHOOL PTSO DEPOSIT FORM**

To deposit money into the PTSO account, please complete this form, enclose it securely with checks/cash and drop it into the safe at school or give it to the office staff to place in the safe.

All checks should be made payable to MPHS PTSO & committee name should be in memo field. Committees are responsible for tracking individual checks. Treasurer only records the total deposit. Two counts and two signatures are required for all cash deposits.

**DATE** \_\_\_\_\_

**PTSO COMMITTEE/BUDGET** \_\_\_\_\_

**ACTIVITY** (which generated income): \_\_\_\_\_

**Cash:**

Coins	\$ _____
Ones	\$ _____
Fives	\$ _____
Tens	\$ _____
Twenties	\$ _____

**Total Cash:** \$ \_\_\_\_\_

**Money Orders:** \$ \_\_\_\_\_

**Checks:**

# _____	of checks @ \$ _____	= \$ _____
# _____	of checks @ \$ _____	= \$ _____
# _____	of checks @ \$ _____	= \$ _____
# _____	of checks @ \$ _____	= \$ _____

**Total Checks:** \$ \_\_\_\_\_

**TOTAL DEPOSIT** \$ \_\_\_\_\_

**SUBMITTED BY** (names & signature) \_\_\_\_\_

**2nd Verification by** (name & signature) \_\_\_\_\_

*(required only for cash deposits)*

**PHONE & EMAIL** \_\_\_\_\_

For Treasurer's Use Only:

Date Deposited \_\_\_\_\_ Income Account \_\_\_\_\_

Notes: