

OAK SCHOOL PTO
CASH & CHECK DEPOSIT FORM

YOUR NAME: _____

COMMITTEE/EVENT: _____

DEPOSIT DETAILS: _____

CASH AMOUNT:

CHECKS (Please list check #'s and \$ amounts):

TOTAL DEPOSIT AMOUNT (\$): _____

OTHER COMMENTS: _____

SIGNATURE: _____ **DATE:** _____

Please (1) Print & complete form, (2) Submit along with cash/checks in sealed envelope
(3) Leave in PTO Treasurer's folder & notify Treasury team at: treasurer@oakpto.org

*** All deposits are managed by PTO Treasury ***

FOR PTO TREASURY USE ONLY:
Deposit Date: _____ Number of Checks: _____ Deposit Amount: _____
Account(s) Credited: _____
Comments: