



# Beckman PTO

## DEPOSIT FORM

| DETAIL MONIES RECEIVED |          |       |            |          |       |
|------------------------|----------|-------|------------|----------|-------|
| COINS                  |          |       | CASH       |          |       |
| Type                   | Quantity | Total | Type       | Quantity | Total |
| .01                    |          | \$    | 1's        |          | \$    |
| .05                    |          | \$    | 2's        |          | \$    |
| .10                    |          | \$    | 5's        |          | \$    |
| .25                    |          | \$    | 10's       |          | \$    |
| .50                    |          | \$    | 20's       |          | \$    |
| 1.00                   |          | \$    | 50's       |          | \$    |
|                        |          |       | 100's      |          | \$    |
| TOTAL COINS            |          | \$    | TOTAL CASH |          | \$    |

| TOTAL DEPOSITS         |                 |
|------------------------|-----------------|
| Beg. Cash Box Amt.:    | \$ _____        |
| Total Coins:           | \$ _____        |
| Total Cash:            | \$ _____        |
| Total Checks:          | \$ _____        |
| <b>TOTAL RECEIVED:</b> | <b>\$ _____</b> |

**Please list max 80 checks per Deposit Form or attach copies of checks.**

**\*\*\*Please specify where to apply the funds**

| Event Description      | (Treasurer Section ONLY) | TOTAL |
|------------------------|--------------------------|-------|
|                        |                          | \$    |
|                        |                          | \$    |
|                        |                          | \$    |
|                        |                          | \$    |
| <b>TOTAL RECEIVED:</b> |                          | \$    |

I certify that the above coin, cash and checks were received on behalf of Beckman High School PTO in accordance with its budget and by-laws, at the event or for the committee(s) stated above.

|                              |           |      |
|------------------------------|-----------|------|
|                              |           |      |
| Submitted By (Print Legibly) | Signature | Date |

|   |           |      |
|---|-----------|------|
|   |           |      |
| <b>Required</b> Verified By (Print Legibly) | Signature | Date |

**Please remember to keep an extra copy of each form submitted for your records and as a backup (if needed).**

----- For Financial Secretary Use Only -----

|              |                  |          |
|--------------|------------------|----------|
|              |                  |          |
| Deposit Date | Amount Deposited | Initials |

**LIST OF CHECK FORM**

| Check No.           | Amount | Check No. | Amount | Check No. | Amount | Check No. | Amount |
|---------------------|--------|-----------|--------|-----------|--------|-----------|--------|
| 1.                  |        | 21.       |        | 41.       |        | 61.       |        |
| 2.                  |        | 22.       |        | 42.       |        | 62.       |        |
| 3.                  |        | 23.       |        | 43.       |        | 63.       |        |
| 4.                  |        | 24.       |        | 44.       |        | 64.       |        |
| 5.                  |        | 25.       |        | 45.       |        | 65.       |        |
| 6.                  |        | 26.       |        | 46.       |        | 66.       |        |
| 7.                  |        | 27.       |        | 47.       |        | 67.       |        |
| 8.                  |        | 28.       |        | 48.       |        | 68.       |        |
| 9.                  |        | 29.       |        | 49.       |        | 69.       |        |
| 10.                 |        | 30.       |        | 50.       |        | 70.       |        |
| 11.                 |        | 31.       |        | 51.       |        | 71.       |        |
| 12.                 |        | 32.       |        | 52.       |        | 72.       |        |
| 13.                 |        | 33.       |        | 53.       |        | 73.       |        |
| 14.                 |        | 34.       |        | 54.       |        | 74.       |        |
| 15.                 |        | 35.       |        | 55.       |        | 75.       |        |
| 16.                 |        | 36.       |        | 56.       |        | 76.       |        |
| 17.                 |        | 37.       |        | 57.       |        | 77.       |        |
| 18.                 |        | 38.       |        | 58.       |        | 78.       |        |
| 19.                 |        | 39.       |        | 59.       |        | 79.       |        |
| 20.                 |        | 40.       |        | 60.       |        | 80.       |        |
| <b>TOTAL AMOUNT</b> |        |           |        |           |        |           |        |