

FINDLEY ELEMENTARY PTO REQUEST FOR DEPOSIT

Date: _____

Person Making Request: _____

Committee (or Budget Category): _____

Grade: _____

Total Deposit: \$ _____

Itemized Deposit Information - Cash

Amount - Total Cash Deposit	Budget Category (if different from above)
\$	

****Deposits with cash require two counters****

Counter 1 Signature: _____

Counter 2 Signature: _____

Itemized Deposit Information - Checks

(may attach itemized list to form if more space is needed)

Check #	Amount	Family Name	Budget Category

Total Checks: \$ _____

****PLEASE PLACE FORM WITH CHECKS/CASH IN ENVELOPE AND LEAVE IN
PTO TREASURER DRAWER****