



# CHMS PTO

## Cash/Check Deposit Form

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Committee/Program: \_\_\_\_\_ Date: \_\_\_\_\_

*Specific Description of Deposit*

<b>CASH</b>		<b>CHECKS</b>	
\$ 50 x _____ = _____		Number of Checks: _____	
\$ 20 x _____ = _____		<i>List checks individually:</i>	
\$ 10 x _____ = _____			
\$ 5 x _____ = _____			
\$ 1 x _____ = _____			
TOTAL CASH = \$ _____			
<b>COINS</b>			
.25 x _____ = _____			
.10 x _____ = _____			
.05 x _____ = _____			
.01 x _____ = _____			
TOTAL COINS = \$ _____		TOTAL AMOUNT OF CHECKS = \$ _____	

**TOTAL CURRENCY + CHECKS = \$ \_\_\_\_\_**

If the deposit is cash and over \$500, the amount above MUST be dual counted and verified:

Initials #1: \_\_\_\_\_ Initials #2: \_\_\_\_\_

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Please contact the Assistant Treasurer at [assistanttreasurer@chmspto.org](mailto:assistanttreasurer@chmspto.org) to make arrangements to drop off the deposit. Deposits containing currency should not be left at the school.