

CHECK DEPOSIT FORM 2023-2024

PTO SOUTHERN BOULEVARD SCHOOL

DATE DEPOSITED _____

For Assistant Treasurer Records

Reminders:

1. All deposits **must** have a completed Deposit Form for processing within two weeks of collection.
2. Check Deposits can be left in the SBS PTO Mailbox.
3. Large deposits or deposits with cash may be dropped off directly to Jackie Milliken, Assistant Treasurer at 99 Westminster Road.
4. For any questions, please contact SBSTreasurer2@chathampto.com.

Deposit Submitted by:

Name _____ Phone # _____

Email Address _____ Date _____

Check (or write in) the PTO Committee or Account to be credited:

<input type="checkbox"/> ASE – 403300	<input type="checkbox"/> General Fund – 405300	<input type="checkbox"/> Spirit Wear – 411300
<input type="checkbox"/> Author’s Day – 408300	<input type="checkbox"/> Harvest Night – 501307	<input type="checkbox"/> Spring Event – 418002
<input type="checkbox"/> Book Fair – 409300	<input type="checkbox"/> Holiday Boutique – 410300	<input type="checkbox"/> Teacher/Staff Gifting – 534305
<input type="checkbox"/> Box Tops – 407302	<input type="checkbox"/> Picture Day – 412300	<input type="checkbox"/> Other:
<input type="checkbox"/> Dues – 401300	<input type="checkbox"/> School Supply Kits – 413300	

Checks

LAST NAME ON CHECK	CHECK #	PURPOSE/DESCRIPTION	AMOUNT
TOTAL CHECK AMOUNT			\$

Cash

CASH SUBMITTED BY	PURPOSE/DESCRIPTION	AMOUNT
TOTAL CASH AMOUNT		\$

TOTAL CHECK + CASH TO BE DEPOSITED \$