

# Washington Ave. School PTO

## Cash & Checks Deposit Form

**Reminders:**

1. Contact the Assistant Treasurer that you have money that needs to be deposited within 2 weeks of the fund raising event or receipt of monies.
2. Attach a spreadsheet breakdown of the deposit to support the following information.
3. Ensure all cash is counted by the Assistant Treasurer in your presence.

**Deposit:**

Cash: \_\_\_\_\_

Check(s): \_\_\_\_\_

Total amount of deposit: \_\_\_\_\_

This deposit is for the following purpose:

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

<input type="checkbox"/> Author's Day - 408200	<input type="checkbox"/> Holiday Boutique - 410200	<input type="checkbox"/> Picture Day (inc Spring) - 412200
<input type="checkbox"/> ASE Fall – 403201	<input type="checkbox"/> General Fund - 405400	<input type="checkbox"/> Retailers - 407650
<input type="checkbox"/> ASE Winter – 403202	<input type="checkbox"/> General Fund Match - 405410	<input type="checkbox"/> School Spirit - 407203
<input type="checkbox"/> ASE Spring - 403203	<input type="checkbox"/> Green Team - 407201	<input type="checkbox"/> School Supplies - 413200
<input type="checkbox"/> Book Fair - 409200	<input type="checkbox"/> Library Program – 407213	<input type="checkbox"/> Spirit wear - 411200
<input type="checkbox"/> Cougar Bowl - 407209	<input type="checkbox"/> Luminaries - 407202	<input type="checkbox"/> Square 1 Art - 407210
<input type="checkbox"/> Dues - 401200	<input type="checkbox"/> Mural Names - 407205	<input type="checkbox"/> Strings – 305200
<input type="checkbox"/> Fall Movie Night – 407206	<input type="checkbox"/> Pasta Fundraiser - 407214	<input type="checkbox"/> Other:

*Please note: Attach any applicable receipts and invoices received from vendors or individuals to support the amount of money being deposited in the Washington Avenue School PTO Account. Remember to verify the amount of cash and / or checks to be deposited by including a spreadsheet breakdown.*

Deposit requested by and date: \_\_\_\_\_

Funds deposited by and date: \_\_\_\_\_

Date entered in Deposit records: \_\_\_\_\_