

# CHECK DEPOSIT FORM 2022-2023

## 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 Lauren Kish, Assistant Treasurer at 102 Huron Drive.
4. For any questions, please contact [SBSTreasurer2@chathampto.com](mailto: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"/> Dues – 401300	<input type="checkbox"/> School Supply Kits – 413300
<input type="checkbox"/> Author’s Day – 408300	<input type="checkbox"/> General Fund – 405300	<input type="checkbox"/> Spiritwear – 411300
<input type="checkbox"/> Book Fair – 409300	<input type="checkbox"/> Harvest Night – 501307	<input type="checkbox"/> Spring Event – 418002
<input type="checkbox"/> Box Tops – 407302	<input type="checkbox"/> Holiday Boutique – 410300	<input type="checkbox"/> Teacher/Staff Gifting – 533000
<input type="checkbox"/> Brick Fundraiser – 407314	<input type="checkbox"/> Picture Day – 412300	<input type="checkbox"/> Other:

### Checks

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

### Cash

CASH SUBMITTED BY	PURPOSE/DESCRIPTION	AMOUNT
<b>TOTAL CASH AMOUNT</b>		<b>\$</b>

**TOTAL CHECK + CASH TO BE DEPOSITED** \$