Harper PTO Deposit Form

Date: _____

Submitted by: _____

Budget Line Item: _____

*Please group and list checks separately in ascending order. For example, 4 checks for $10, 2 checks for $50, etc…

CHECKS	# of Checks	Amount	Total
Total # and Amount of Checks			
			+
Currency & Coins			
			=
		Total Deposit	

Ass't. Treasurer: Danielle Slattery
1034 Romona Road
872-227-0628
Danielle.L.Slattery@gmail.com

Please sort checks in ascending order of value AND THEN alphabetically by last name.
Please sort currency by denomination.

Note: Deposits containing currency should never be left in the Assistant Treasurer's folder at Harper. Contact the Assistant Treasurer to arrange for an appropriate time/date/location to give her deposits containing currency.