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: Natalie Kapnick
1946 Greenwood Ave
713-702-2405
nkapnick@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.