Harper PTO Deposit Form

Date: _____

Submitted by: _____

CHECKS

Check Number		Name		Budget Line Item		Amount

Total # of Checks _____ **Total $ of Checks** _____

Currency & Coins

Budget Line Item		Amount

Total Currency _____

Total Deposit (checks & currency) _____

Assisant Treasurer: Katie McQuarrie
2000 Elmwood Avenue
(847) 791-1939
katiesims11@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.