

Harrington Hartford School PTO

Deposit Form

- **Checks:** Please enter the total number of checks collected and the total amount of the checks on the form below. Verify that every check is made out to Harrington Hartford School PTO (Harrington PTO or Hartford PTO are also acceptable).
- **Cash:** Please separate each type of currency and enter the totals on the form below.
- Please submit the Deposit Form to the **Assistant Treasurer** immediately following the event. See the Mount Laurel School website for the current Assistant Treasurer.

Name of Fundraiser or Event: _____

Date Submitted: _____

Deposit Prepared By: _____

Phone Number: _____

Total Deposit (Cash & Checks): _____

Your Signature: _____

Cash		
\$100	x	_____ = _____
\$50	x	_____ = _____
\$20	x	_____ = _____
\$5	x	_____ = _____
\$1	x	_____ = _____
.25	x	_____ = _____
.10	x	_____ = _____
.05	x	_____ = _____
.01	x	_____ = _____
Total Cash: \$		_____

Checks
Number of Checks: _____
Total Checks: \$ _____
All Checks are made out to HHSPTO _____

 For Treasurer's Use Only: Deposit Date: _____ Logged: _____

Accepted by (Treasurer's Signature): _____ Date : _____
