

# 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: \_\_\_\_\_

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

<b>Checks</b>
Number of Checks: _____
Total Checks: \$ _____
All Checks are made out to HHSPTO _____

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For Treasurer's Use Only:      Deposit Date: \_\_\_\_\_      Logged: \_\_\_\_\_

Accepted by (Treasurer's Signature): \_\_\_\_\_      Date: \_\_\_\_\_

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