



901 Pennsylvania Avenue
Oakmont, PA 15139

Deposit Form

Name: _____ Date: _____

Email: _____ Phone: _____

Committee/Event: _____

Description of Source (e.g. book fair payments): _____

TOTAL DEPOSIT AMOUNT: \$ _____

Cash Information

Cash	Quantity	Total
\$ 100	x _____	= _____
\$ 50	x _____	= _____
\$ 20	x _____	= _____
\$ 10	x _____	= _____
\$ 5	x _____	= _____
\$ 2	x _____	= _____
\$ 1	x _____	= _____
\$ 0.50	x _____	= _____
\$ 0.25	x _____	= _____
\$ 0.10	x _____	= _____
\$ 0.05	x _____	= _____
\$ 0.01	x _____	= _____
TOTAL CASH		= \$ _____

Check Information

Check #	Last Name	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
<i>Please list additional checks on back or second page</i>		
TOTAL CHECKS		= \$ _____

Instructions:

- Attempt to wrap coins and group bills by value. If the deposit includes a large amount of bills, please wrap them accordingly by 1s in \$50, 5s in \$250, 10s in \$500, and 20s in \$1000.
- Ensure that all checks are signed and made payable to "Tenth Street PTO."
- Instead of using the above list for checks, checks may be listed on a separate check log page and attached to this form if desired.
- If your deposit includes a significant amount of cash, do not leave in the PTO mailbox. Please make arrangements with the PTO Treasurer: Jessica Condron - (412) 327-6897 or TreasurerTenthStreet@gmail.com
- The Committee preparing the deposit is responsible for keeping track of amounts due and payments received. The Treasurer's responsibility in this transaction is to verify the amount and deposit it into the bank.

TREASURER USE ONLY Date Deposited: _____ Amount: _____ Account: _____