**Suffield Elementary PTO Deposit Notice**

**Personal Inf**

**ormation**

Accou

nt Information

Project: \_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_

Total Amount: \_\_\_\_\_\_\_\_\_\_

Description of Project

:

(

i.e. payment for fashion show):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Two**

 **people must count all deposits and sign below before giving to**

**Accounts Receivable**

**Officer.**

Cash domination to be deposited

$ 1 x

\_\_\_\_

 = \_\_\_\_\_\_\_\_

.25

x

\_\_\_\_\_\_=

 \_\_\_\_

\_\_\_\_

.10

 x \_\_\_\_\_\_=\_\_\_\_\_\_\_\_

 x \_\_\_\_\_\_

.05

=

\_\_\_\_\_\_\_\_\_\_\_

 x \_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_

.01

$100 x \_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_

$50 x \_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_

$20 x \_

\_ = \_\_\_

\_\_\_\_\_

$10 x \_\_

\_ = \_\_\_\_\_

\_\_\_\_\_ $

 x \_\_\_

5

\_\_\_ = \_

\_\_\_\_\_\_

Total Cash:\_\_\_\_\_\_\_\_\_\_

Total # of Checks \_\_\_\_\_\_\_\_\_

Total $ amount of checks \_

\_\_

\_\_

Date : \_

\_\_\_\_

\_\_ Phone: \_

\_\_\_\_\_\_

\_\_

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accts Rec Box (filled out by AR Officer) Final Details (filled out by Chair members)

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Deposited: \_\_\_\_\_\_\_\_\_\_\_ Receipt #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

 |

|  |
| --- |
| Counted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Counted by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

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**Submit directly to the PTO Accounts Receivable Officer:**

**Kayla Nadeau at kaylanadeau213@gmail.com**