

## **PARKWAY PTO DEPOSIT FORM**

1. CHECKS: PLEASE PUT ALL CHECKS IN STACKS OF NO MORE THAN 50. ON THE BACK OF THIS FORM, PLEASE LIST ALL CHECKS INDIVIDUALLY ON THE BACK OF THIS FORM, OR RUN AN ADDING MACHINE TAPE AND ATTACH TO THIS FORM. ENTER THE TOTAL # OF CHECKS ALONG WITH THE TOTAL AMOUNT ON THIS FORM.
2. CASH: PLEASE SEPARATE EACH TYPE OF CURRENCY AND LIST BELOW. ENTER YOUR TOTAL AMOUNT OF CASH ON THE DEPOSIT FORM.
3. PLEASE SUBMIT THE DEPOSIT FOR TO THE FINANCIAL SECRETARY.
4. PLEASE DEPOSIT ALL MONEY AS IT IS RECEIVED, YOU CANNOT HOLD ONTO ANY DEPOSIT FOR AN EXTENDED PERIOD.
5. PLEASE KEEP THE BOTTOM PORTION FOR YOUR RECORDS.

PTO EVENT/COMMITTEE:	
DATE SUBMITTED:	NUMBER OF CHECKS: (LISTED ON BACK)
CASH BREAKDOWN:  \$20 X _____ = \$ _____  \$10 X _____ = \$ _____  \$5 X _____ = \$ _____  \$1 X _____ = \$ _____	AMOUNT OF CHECKS: \$
	AMOUNT OF CASH: \$
	TOTAL DEPOSIT: \$
	PREPARED BY:
PHONE #:	

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