HOFFMAN TRAILS ELEMENTARY PTO
Deposit Notice

Your Name _____ Phone _____

Project _____

Date Submitted _____

Specific Description of Source(ex: Book Fair receipts): _____

Complete the following information for your deposit:

Cash

$20	x	_____	=	_____
$10	x	_____	=	_____
$ 5	x	_____	=	_____
$ 1	x	_____	=	_____
.25	x	_____	=	_____
.10	x	_____	=	_____
.05	x	_____	=	_____
.01	x	_____	=	_____

Total cash $_____

Checks

Number of checks _____

Total checks $_____

Total Deposit **$_____**

Accepted by (PTO Treasurer) _____ Date _____

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For Treasurer's Use Only

Account _____ Transaction ID_____ Dep. Date _____ Logged _____