



Hoffman Trails Elementary PTO Deposit Notice

Name: _____ Phone: _____

Date Submitted: _____

Project: _____

Specific Description of Source (ex: Book Fair Receipts):

Complete the following information for your deposit:

Cash

\$ 20	x	_____	=	_____
\$ 10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$ 1	x	_____	=	_____
\$ 0.25	x	_____	=	_____
\$ 0.10	x	_____	=	_____
\$ 0.05	x	_____	=	_____
\$ 0.01	x	_____	=	_____

Total Cash \$ _____

Checks

Number of Checks _____

Total of Checks \$ _____

Total Deposit \$ _____

Treasurer's Signature _____

Date _____

For Treasurer's Use Only

Account _____

Trans ID _____

Deposit Date _____

Logged _____