

# Sharonville Elementary PFO Deposit Notice

## Instructions

Money collected from PFO events or sales is to be submitted to the PFO Treasurer with a Deposit Notice. There should be at least two people to count the PFO funds received. Promptly submit this form with all the money received in an envelope or sealed bag to the PFO Treasurer. If the PFO Treasurer is not available, arrangements may be made to leave in the school safe. Please notify the PFO Treasurer when the money has been counted and ready to be deposited.

*This deposit slip is placed in the Treasurer's files and used to verify bank deposits and provide a paper trail of money accountability for audit purposes.*

Deposit Submitted By		Deposit Details	
Name:		Date Submitted:	
Phone:		Total Amount:	\$
Event:		Submitted By: (Signature)	

If large amount of checks, please attach separate sheet that includes check number/family name/amount of check.

Cash Details			Check Details		
Cash	Quantity	Total	Last Name	Check Number	Check Amount
\$ 100.00		\$		#	\$
\$ 50.00		\$		#	\$
\$ 20.00		\$		#	\$
\$ 10.00		\$		#	\$
\$ 5.00		\$		#	\$
\$ 1.00		\$		#	\$
\$ 0.25		\$		#	\$
\$ 0.10		\$		#	\$
\$ 0.05		\$		#	\$
\$ 0.01		\$		#	\$
Cash Total		\$		#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
				#	\$
			Check Total	\$	\$

Check box if a list of additional checks is attached.

Check Total \$

For Treasurer Use Only:			
Budget Category:		Bank Deposit Date:	