

St. Mary's School, Richmond, VA

"PTO Deposit Form"

1. Instructions:

- 🍏 This "***PTO Deposit Form***" form can be downloaded from the St Mary's School website www.SaintMary.org.
- 🍏 Collect all checks and cash.
- 🍏 Use this "PTO Deposit Form" to list checks, coins, and bills.
- 🍏 All coins need to be rolled and cash tallied to include on the deposit form.
- 🍏 Prepare the packet of checks, cash, coins, and this "PTO Deposit Form" for the office.
- 🍏 Give all cash deposits directly to School Office Administrator (currently Dee Dee Kelly).
- 🍏 The School Office (Dee Dee Kelly) will make copies of all deposits, complete this "PTO Deposit Form", complete the Wachovia Deposit Slip, and deliver to the Wachovia.
- 🍏 The School Office (Dee Dee Kelly) will scan this "PTO Deposit Form" and the official Wachovia Deposit Slip and email to the PTO Treasurer.
(PTO.Treasurer@saintmary.org)
- 🍏 The Treasurer will reconcile this "PTO Deposit Form" and Wachovia Deposit Slip to the Wachovia statement as part of the monthly bank account reconciliation process.

Note: Deposits are typically made daily if received by 1:00 p.m. during business days.

Event/Activity _____

Date _____

	# Count	\$ Totals
Checks		
Coins		
\$1 Bills		
\$5 Bills		
\$10 Bills		
\$20 Bills		
\$50 Bills		
\$100 Bills		
	Total Deposit	

Counted by: _____ Date: _____

Received by: _____ Date: _____