



# Deposit Form

## RIVER TRAIL PTO

Please complete this form for funds received to be deposited into the River Trail Middle School PTO account.  
Monies should be counted and verified prior to submitting to the Treasurer for deposit.

Date: \_\_\_\_\_ Event/Activity: \_\_\_\_\_

Prepared by: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Budget Line Item (s) \_\_\_\_\_

Counted by: \_\_\_\_\_

Monies Received:

    Coins: \_\_\_\_\_

    Currency: \_\_\_\_\_

    Checks: \_\_\_\_\_

TOTAL FUNDS: \_\_\_\_\_

*I certify that the funds shown above were received for PTO activities and properly accounted for, and are to be credited to the appropriate PTO Budget Item as noted.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Monies Received:

    Coins: \_\_\_\_\_

    Currency: \_\_\_\_\_

    Checks: \_\_\_\_\_

TOTAL FUNDS: \_\_\_\_\_

*I certify that the funds shown above were received for PTO activities and properly accounted for, and are to be credited to the appropriate PTO Budget Item as noted.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TREASURER USE ONLY - DO NOT WRITE IN THIS BOX			
Date Received		Amount Received	
Date Deposited		QuickBooks	
Treasurer's Signature			