



# Perry Hill School PTO



## DEPOSIT NOTICE

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Total Deposit: \$  

Project / Event: \_\_\_\_\_

Description of Source (ex: payments for ice cream): \_\_\_\_\_

CASH
Total Cash: \$ _____

CHECKS
Number of Checks: _____
Total: \$ _____

Amount Verification: \_\_\_\_\_  
SIGNATURE PRINT NAME

Amount Verification: \_\_\_\_\_  
SIGNATURE PRINT NAME

**\*\* Deposits in excess of \$500 need 2 people to verify amount to be deposited. \*\***

**Once this form is complete, please place the money and form in an envelope to be placed in the safe located in the school office. Then notify Dena Renda by text at (203) 560-1942 or via email at [drenda@gmail.com](mailto:drenda@gmail.com)**

### FOR TREASURER'S USE ONLY

Transaction ID: \_\_\_\_\_ Deposit Date: \_\_\_\_\_ Deposit Slip Rcvd?: Y or N

DEPOSIT RECORDED:

PTO Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_