



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

FOR TREASURER'S USE ONLY

Transaction ID: _____ Deposit Date: _____ Deposit Slip Rcvd?: Y or N

DEPOSIT RECORDED:

PTO Treasurer: _____ Date: _____