

### The Lane School PTO Deposit Form (Cash & Checks)

Counter/Submitted by: \_\_\_\_\_

Date turned into  
Committee Chair \_\_\_\_\_

Committee/Program: \_\_\_\_\_

***Specific Description of Source (ex. yearbooks):***  
\_\_\_\_\_

| <i>Cash</i>               | <i>Checks</i>   |
|---------------------------|---|
| \$ 50 x _____ = _____     | <b>List checks:</b><br><i>(or supply tape from adding machine):</i> |
| \$ 20 x _____ = _____     |   |
| \$ 10 x _____ = _____     |   |
| \$ 5 x _____ = _____      |   |
| \$ 1 x _____ = _____      |   |
| <b>Total Cash:</b> _____  |   |
| <i>Coins</i>              |   |
| .25 x _____ = _____       |   |
| .10 x _____ = _____       |   |
| .05 x _____ = _____       |   |
| .01 x _____ = _____       |   |
| <b>Total Coins:</b> _____ | <b>Number of Checks:</b>  |
| <b>Total Currency:</b>    | <b>Total Amount Checks:</b>   |

**Total Currency & Checks:** \_\_\_\_\_

Approved by (Committee Chair): \_\_\_\_\_ Date: \_\_\_\_\_

Notes taken for Budget Worksheet [ ]  
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***For Finance Use Only:*** (AT): \_\_\_\_\_ Deposit Date \_\_\_\_\_ Entered System [ ] Treasurer \_\_\_\_\_  
Date Received: \_\_\_\_\_