

**ROCHAMBEAU MIDDLE SCHOOL  
PARENT TEACHER ORGANIZATION  
deposit form**

chairperson's name \_\_\_\_\_  
 event name \_\_\_\_\_  
 today's date \_\_\_\_\_

amount of deposit:

A: TOTAL Checks (stamped "for deposit only" & ordered by amount) \_\_\_\_\_ A

B: Cash by denomination		Quantity	Value	
Singles	\$ 1.00	_____	\$	-
Fives	\$ 5.00	_____	\$	-
Tens	\$10.00	_____	\$	-
Twenties	\$20.00	_____	\$	-
	coin	_____	\$	-
Other denomination	\$ 50	_____		50's,100s
<b>SUBTOTAL, CASH</b>			<b>\$</b>	<b>-</b>

C: Grand total deposit (C=A+B) \_\_\_\_\_ C

less tip cas  
actual depo:

Signatures:

(By signing, I verify that deposit amount has been checked)

signature one \_\_\_\_\_  
 Print Name \_\_\_\_\_

signature two \_\_\_\_\_  
 Print Name \_\_\_\_\_

TREASURER or co-treasurer: \_\_\_\_\_  
 Print Name \_\_\_\_\_

**Policy:** Sealed envelope with this deposit form & checks/cash should be brought to RMS main office for placement in safe. A PTO Treasurer will pick up the envelope and deposit the funds. An email should be sent to the PTO Treasurer, Jen Nikolich [jjnikolich@aol.com](mailto:jjnikolich@aol.com) to notify her that a deposit is in the school office.

If checks in the envelope are not "endorsed" or if any items are missing, the Treasurer will return the envelope to the Committee Chairperson for completion.

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