

# Washington Ave School PTO

## Cash & Check Deposit Form

**Reminders:**

1. Contact the Assistant Treasurer when you have money that needs to be deposited within 2 weeks of the fund-raising event or receipt of money.
2. Attach a spreadsheet breakdown of the deposit to support the following information.
3. Ensure all cash is counted by the Assistant Treasurer in your presence.

**Deposit:**                      **Cash\$:** \_\_\_\_\_                      **Checks\$:** \_\_\_\_\_

**Total Amount of Deposit:** \_\_\_\_\_

**This deposit is for the following purpose:**

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**Check (or write in) the PTO Committee or Account to be credited:**

<input type="checkbox"/> Author's Day - 408200	<input type="checkbox"/> Fall Movie Night – 407206	<input type="checkbox"/> Picture Day (inc Spring) - 412200
<input type="checkbox"/> ASE Fall – 403201	<input type="checkbox"/> Holiday Boutique - 410200	<input type="checkbox"/> Retailers - 407650
<input type="checkbox"/> ASE Winter – 403202	<input type="checkbox"/> General Fund - 405400	<input type="checkbox"/> School Spirit - 407203
<input type="checkbox"/> ASE Spring - 403203	<input type="checkbox"/> General Fund Match - 405410	<input type="checkbox"/> School Supply Kits - 413200
<input type="checkbox"/> Book Fair - 409200	<input type="checkbox"/> Green Team - 407201	<input type="checkbox"/> Spirit wear - 411200
<input type="checkbox"/> Birthday Books - 407217	<input type="checkbox"/> Luminaries - 407202	<input type="checkbox"/> Square 1 Art - 407210
<input type="checkbox"/> Book Fair - 515202	<input type="checkbox"/> Magic Show - 407222	<input type="checkbox"/> Yearbooks
<input type="checkbox"/> Cougar Bowl - 407209	<input type="checkbox"/> Mural Names - 407205	<input type="checkbox"/> Other:
<input type="checkbox"/> Cougar Carnival - 407223	<input type="checkbox"/> Pasta Fundraiser - 407214	
<input type="checkbox"/> Dues - 401200	<input type="checkbox"/> Pretzel Day - 407219	

**Please Note:** Attach any applicable receipts and invoices received from vendors or individuals to support the amount of money being deposited in the WAS PTO Account. Remember to verify the amount of cash and / or checks to be deposited by including a spreadsheet breakdown.

**Deposit requested by and date:** \_\_\_\_\_

**Funds deposited by and date:** \_\_\_\_\_

**Date entered into deposit records:** \_\_\_\_\_