

# CHECK DEPOSIT FORM 2024-2025

## PTO SOUTHERN BOULEVARD SCHOOL

DATE DEPOSITED _____
----------------------

*For Assistant Treasurer Records*

**Reminders:**

1. All deposits **must** have a completed Deposit Form for processing within two weeks of collection.
2. Check Deposits can be left in the SBS PTO Mailbox.
3. Large deposits or deposits with cash may be dropped off directly to Khushboo Mittal, Assistant Treasurer, at 58 Pembroke Road.
4. For any questions, please contact [SBSTreasurer2@chathampto.com](mailto:SBSTreasurer2@chathampto.com).

**Deposit Submitted by:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Date \_\_\_\_\_

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

<input type="checkbox"/> ASE – 403300	<input type="checkbox"/> Dues – 401300	<input type="checkbox"/> School Supply Kits – 413300
<input type="checkbox"/> Author’s Day – 408300	<input type="checkbox"/> General Fund – 405300	<input type="checkbox"/> Spirit Wear – 411300
<input type="checkbox"/> Book Fair – 409300	<input type="checkbox"/> Holiday Boutique – 410300	<input type="checkbox"/> Teacher/Staff Gifting – 534305
<input type="checkbox"/> Box Tops – 407302	<input type="checkbox"/> Picture Day – 412300	<input type="checkbox"/> Other:

**Checks**

LAST NAME ON CHECK	CHECK #	PURPOSE/DESCRIPTION	AMOUNT
<b>TOTAL CHECK AMOUNT</b>			\$

**Cash**

CASH SUBMITTED BY	PURPOSE/DESCRIPTION	AMOUNT
<b>TOTAL CASH AMOUNT</b>		\$

**TOTAL CHECK + CASH TO BE DEPOSITED**      \$