

HILLSIDE PTO TREASURER USE ONLY

Line Item:

Total Deposit Amount:

Hillside Elementary School PTO

Check/Cash Deposit Form

Instructions:

Place completed form with checks/cash in the purple folder in the PTO mailbox located in the school office. If the deposit includes a large amount of cash, please ask Beata to place the entire deposit in the safe.

Date: _____ Submitted by: _____ Phone No: _____

Amount Collected:

Total: \$ _____

Checks: \$ _____

Cash: \$ _____

Value	\$1	\$5	\$10	\$20	\$50	Other
Count						
Total	\$	\$	\$	\$	\$	\$

Expense category (circle one)

Cultural Arts

Assemblies and grade level programs

Fundraising

(i.e., fun run, plant sale, book fair, etc...)

School Services

(i.e., field day, pride day, yearbook, etc...)

Social Events

(i.e., water ice, ice skating party, pizza bingo, etc...)

Description:
