

Deposit Request

FRG PTO

Date Submitted: _____

Your Name: _____ Phone: _____

Email: _____

Project/Committee: _____

Description of deposit: _____

Total Number of Checks: _____ Total Deposit: \$ _____

*Complete the following information for your deposit (**Excel spreadsheets also accepted**):*

CASH <small>Please continue on back or attach list if more room is needed</small>		CHECKS <small>Please continue on back or attach list if more room is needed</small>		
Last Name	Amount	Last Name/Vendor Name	Check #	Amount
1	\$	1		\$
2	\$	2		\$
3	\$	3		\$
4	\$	4		\$
5	\$	5		\$
6	\$	6		\$
7	\$	7		\$
8	\$	8		\$
9	\$	9		\$
10	\$	10		\$
<i>Total Cash \$</i> _____		<i>Total Checks \$</i> _____		

For Treasurer's Use Only

Amount verified by: _____ Date: _____

Category: _____ Deposit Date: _____ Entered