

Prairie View Elementary PTO

EVENT/DONATION DEPOSIT COUNT

EVENT/DONATION: _____

DATE: _____

Instructions:

- 2 people initial starting cash box total for Event
- 2 people must be present and separately count final incoming money earned at each event OR donations received.
- Each person must document the count and sign below.
- Event Deposit must be given to PTO President or Treasurer with this completed form at end of event.
- Return Donation Deposit and completed form to locked box and notify Treasurer of deposit:
pvview.treasurer@gmail.com

STARTING CASH: _____ Initials: _____ / _____

CREDIT CARD RECEIPT TOTAL: _____

COUNT 1	
NAME:	
CASH:	
CHECKS:	
TOTAL:	
SIGNATURE:	

COUNT 2	
NAME:	
CASH:	
CHECKS:	
TOTAL:	
SIGNATURE:	

Treasurer Information
Deposit Date: (Receipt Attached)
Budget Line Item: