

HCE PTO DEPOSITS

- Two people, one on Executive Board, must count money at the end of each day of the event, fill out and sign this form
- Make a nightly deposit at the Bank of cash or lock in school safe until deposit is able to be made
- Checks, this form and deposit slips should be given to the Treasurer as soon as possible

Event Name/Date: _____

Starting Register Balance: _\$ _____

End of Day Breakdown:

\$100's: _____ x100=\$ _____

\$50's: _____ x50=\$ _____

\$20's: _____ x20=\$ _____

\$10's: _____ x10=\$ _____

\$5's: _____ x5=\$ _____

\$1's: _____ x1=\$ _____

Quarters: _____ x.25=\$ _____

Dimes: _____ x.10=\$ _____

Nickels: _____ x.05=\$ _____

Pennies: _____ x.01=\$ _____

Checks: _____ /\$ _____

Ending Balance: _____

Amount Left in Register: _____

Amount Given for Deposit: _____

Account for Deposit (i.e. Spirit Wear, Membership, etc.): _____

Signature/Date of Two People Responsible for Register: _____

Signature/Date of Chain of Custody (if applicable): _____

Signature/Date of Chain of Custody (if applicable): _____

Signature/Date of Chain of Custody (if applicable): _____

Signature/Date of PTO Treasurer: _____