



# H.C. JOHNSON ELEMENTARY SCHOOL



## PTO Fundraising Deposit Report

Please use this form to record the deposit and include it with the funds. The deposit should be hand-delivered to the PTO Treasurer or PTO President or handed into the school's main office to be placed in the safe. Deposits must be submitted within 7 days of the event or end of the fundraiser. All deposits must be submitted by the last day of school.

Date: \_\_\_\_\_ Event/Fundraiser Name: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Person Submitting Deposit: \_\_\_\_\_

### CASH

Pennies: \_\_\_\_\_ x \$.01 = \$ \_\_\_\_\_ \$1 bills: \_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Nickels: \_\_\_\_\_ x \$.05 = \$ \_\_\_\_\_ \$5 bills: \_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Dimes: \_\_\_\_\_ x \$.10 = \$ \_\_\_\_\_ \$10 bills: \_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Quarters: \_\_\_\_\_ x \$.25 = \$ \_\_\_\_\_ \$20 bills: \_\_\_\_\_ x \$1.00 = \$ \_\_\_\_\_

Other Coin: \$ \_\_\_\_\_ Other bills: \$ \_\_\_\_\_

TOTAL CASH: \$ \_\_\_\_\_

### CHECKS — *Please list all checks on the back of this form.*

Number of Checks: \_\_\_\_\_ TOTAL CHECKS: \$ \_\_\_\_\_

TOTAL DEPOSIT  
AMOUNT: \$ \_\_\_\_\_

Submitter Signature: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

