

# PGA PTO Event Deposit Form

Date: \_\_\_\_\_ Event: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Procedures:**

- Event representative must complete the PTO Deposit Form and enclose it along with cash/checks in an envelope addressed to PTO Treasurer.
- Please leave envelope in the office with April AND notify PTO Treasurer by email when deposits are left. If nobody is in the office, please contact PTO Treasurer for deposit pickup.
- Deposits for ongoing events must be submitted on a weekly basis as received.
- PTO Treasurer will verify the amount of the deposit and deposit at the bank.

	Count	Amount
Coins		
\$1		
\$5		
\$10		
\$20		
\$50		
\$100		
Total Cash		

	Count	Amount
Checks		

Total Deposit: \_\_\_\_\_

Questions? Contact PTO Treasurer: Stacy Petersen  
 stacypetersen@gmail.com  
 970-980-3847

Received date: \_\_\_\_\_ Deposit date: \_\_\_\_\_  
 Deposit Amount Verified: \_\_\_\_\_