

# BHS PTO Event Deposit & Income Sheet

Name of PTO Event: \_\_\_\_\_

Date of PTO Event: \_\_\_\_\_

Event Chair(s): \_\_\_\_\_

TOTAL Deposit Amount:

Description of Source: \_\_\_\_\_  
(RSVP, walkins, etc)

<i>Checks</i>	<i>Cash</i>
<p style="text-align: center;">Total Check Amount: \$ _____</p> <p style="text-align: center;">Total Number of Checks: _____</p>	<p style="text-align: center;">Total Cash Amount: \$ _____</p>

Verification Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Verification Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Acknowledgement: By signing this deposit form, you are agreeing all funds have been verified and accurately recorded by following the BHS PTO Funds Protocol Policy effective 9/28/18.

Please list the person who is leaving the school with the funds and deposit form in the sealed envelope for delivery to the Treasurer: \_\_\_\_\_

For Treasurer Use Only:

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

Date Received: \_\_\_\_\_ Amount Verified: \$ \_\_\_\_\_