

# LAKOTA EAST PTSO DEPOSIT FORM

**Instructions:**

1. This form is to be used to submit checks and/or cash to the treasurer for deposit into the Lakota East PTSO account – make copies as needed. Please use a separate form for each committee.
2. Submit completed form at a Board Meeting, or to Maria Wiedwald (777-9433). Cash deposits must be made in person.

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Activity: \_\_\_\_\_ Phone: \_\_\_\_\_

Count Verified by: \_\_\_\_\_

**CHECKS**

|                     |                 |
|---------------------|-----------------|
| Page _____ of _____ | Total: \$ _____ |
| Page _____ of _____ | Total: \$ _____ |
| Page _____ of _____ | Total: \$ _____ |
| Page _____ of _____ | Total: \$ _____ |
| Page _____ of _____ | Total: \$ _____ |

Total Checks \$ \_\_\_\_\_

**CASH**

|          |       |   |         |   |          |
|----------|-------|---|---------|---|----------|
| \$50's   | _____ | X | \$50.00 | = | \$ _____ |
| \$20's   | _____ | X | \$20.00 | = | \$ _____ |
| \$10's   | _____ | X | \$10.00 | = | \$ _____ |
| \$ 5's   | _____ | X | \$ 5.00 | = | \$ _____ |
| \$ 1's   | _____ | X | \$ 1.00 | = | \$ _____ |
| \$ .25's | _____ | X | \$ .25  | = | \$ _____ |
| \$ .10's | _____ | X | \$ .10  | = | \$ _____ |
| \$ .05's | _____ | X | \$ .05  | = | \$ _____ |
| \$ .01's | _____ | X | \$ .01  | = | \$ _____ |

Total Cash: \$ \_\_\_\_\_

**Total Deposit: \$ \_\_\_\_\_**

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**\*\*Treasurer Only\*\***

Date of Deposit: \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Lakota East PTSO  
Deposit Form

DATE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Committee chair or responsible party)

(For large number of payers)

RECEIPT: \_\_\_\_\_  
(PTSO treasurer)

|    | NAME OF PAYER | CHECK AMOUNT | CHECK NUMBER | CASH AMOUNT |
|----|---------------|--------------|--------------|-------------|
| 1  |               |              |              |             |
| 2  |               |              |              |             |
| 3  |               |              |              |             |
| 4  |               |              |              |             |
| 5  |               |              |              |             |
| 6  |               |              |              |             |
| 7  |               |              |              |             |
| 8  |               |              |              |             |
| 9  |               |              |              |             |
| 10 |               |              |              |             |
| 11 |               |              |              |             |
| 12 |               |              |              |             |
| 13 |               |              |              |             |
| 14 |               |              |              |             |
| 15 |               |              |              |             |
| 16 |               |              |              |             |
| 17 |               |              |              |             |
| 18 |               |              |              |             |
| 19 |               |              |              |             |
| 20 |               |              |              |             |
| 21 |               |              |              |             |
| 22 |               |              |              |             |
| 23 |               |              |              |             |
| 24 |               |              |              |             |
| 25 |               |              |              |             |

TOTALS: CHECKS: \$ \_\_\_\_\_ CASH: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

## LAKOTA EAST PTSO

### PROCEDURES FOR DEPOSITING FUNDS:

1. Fill out one or more of the Lakota East PTSO Deposit forms.
2. Add up the check total and cash total from the deposit forms for the entire deposit.
3. Count the cash and calculate the check total from the actual checks.
4. If the totals from 2 and 3 do not match, you have one or more errors to correct. Correct your error until they match.
5. Once your totals match, sign the form and promptly turn the money over to the treasurer for deposit.

LAKOTA EAST PTSO  
REIMBURSEMENT / PAYMENT FORM

1. This form is to be used to request payment to a vendor or reimbursement of expenses incurred by PTSO volunteers. Please use a separate form for each request and committee.
2. Attach invoices (bills/receipts/purchase orders) to completed form, these document are required for reimbursements. Make a copy for your own records before submitting.
3. You may receive advance funds for already approved expenditures. Fill out a payment form with "Cash Advance for \_\_\_\_\_" and submit to the treasurer. Following the purchase of the item, fill out an additional payment form and attach the receipts. On the form show the subtraction of the cash advance with the net amount due to you.
4. Put completed form in PTSO Treasurer's Mailbox OR submit at PTSO meeting OR mail to:

Maria Wiedwald  
7126 Brightwaters Court  
Liberty Township, OH 45011  
513-777-9433 [Maria.Wiedwald@yahoo.com](mailto: Maria.Wiedwald@yahoo.com)

DATE OF REQUEST: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS (including zip code):  
\_\_\_\_\_

COMMITTEE: \_\_\_\_\_ ACTIVITY: \_\_\_\_\_

PHONE: \_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_

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**NOTE: PTSO IS TAX EXEMPT. SALES TAX IS NOT REIMBURSABLE.**

REIMBURSEMENT / PAYMENT DETAIL:

| DESCRIPTION: | AMOUNT:  |
|--------------|----------|
| _____        | \$ _____ |
| _____        | \$ _____ |
| _____        | \$ _____ |
| _____        | \$ _____ |

TOTAL: \_\_\_\_\_

|                      |                           |               |
|----------------------|---------------------------|---------------|
| For Treasurer's Use: | Check Date _____          | Check # _____ |
|                      | Account Description _____ |               |