

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: \$ _____

****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

DATE OF REQUEST: _____ NAME: _____

ADDRESS (including zip code):

COMMITTEE: _____ ACTIVITY: _____

PHONE: _____

MAKE CHECK PAYABLE TO: _____

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 _____	