PSO

Parent Service Organization

Deposit Form

Collected money must be counted and double-checked by at least two non-related adults who then sign this form. If possible, please make 2 copies of this form before submitting (one for your committee records & one for the PSO Treasurer records, to be turned into the PSO Box in Copy Room). Money must be submitted in an envelope with this form attached. If cash box was checked out of the office it must accompany this deposit with starting cash amount still in box and not included on this form. Money should not leave campus after collected unless there is absolutely no way to turn into office first. In such a situation it should be brought back first thing on the next school day.

Committee: _____ Date: _____

Activity Description: _____

CASH:

$ 20 x _____ = Total: $ _____
$ 10 x _____ = Total: $ _____
$ 5 x _____ = Total: $ _____
$ 1 x _____ = Total: $ _____

CHANGE:

$ .25 x _____ = Total: $ _____
$ .10 x _____ = Total: $ _____
$ .05 x _____ = Total: $ _____
$ .01 x _____ = Total: $ _____

CHECKS:

# of Checks x _____ = Total: $ _____

Total Deposit Amount: $ _____

_____	_____	_____	
Adult 1 - *Print Name*	Sign	Date	
_____	_____	_____	
Adult 2 - *Print Name*	Sign	Date	
_____	_____	_____	PSO Treasurer ☐
Office Staff - *Received Deposit*	Date	Time	*Check when Notified*
_____	_____	_____	
Depositor	Date	Receipt Number	