Edison Elementary PTO

Deposit Form

2020-2021 School Year

This form is to be used by PTO volunteers to turn in receipts for deposits of funds for the Edison Elementary School Parent Teacher Organization (PTO).

- Place completed form and all receipts in the PTO mailbox.
- Please attempt to turn in receipts within 2 weeks of an event.

- If any questions or an extension is necessary, please contact

Jill Hutton, PTO Co-Treasurer or Stacy Fink, PTO Co-Treasurer

jhutton08@gmail.com mstacy2876@sbcglobal.net

216-280-2555 216-570-3985

Date: _____

Please list deposits and the total for each. Total entire deposit at the bottom. Staple all original documentation (invoices, deposit slips, etc.) **behind** this form and keep a copy for your personal records.

Reason(s) for Deposit	Amount
Total Deposit:	

Treasurer Use Only:

amt _____ *deposit date* _____ *audit* _____

category _____ *deposited by* _____ ☐ *Entered*

Updated 7/2016