Edison Elementary PTO

Deposit Form

2019-2020 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 jhutton08@gmail.com or Stacy Fink, PTO Co-Treasurer mstacy2876@sbcglobal.net

Date: _____ *category*

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:

audit _____ *Entered*