

# PTO Financial Form

Megan Brown, Treasurer *mmoneill75@hotmail.com*


Your Name: ..... Date: .....

Your Signature: .....

Your Email Address: ..... Your Telephone Number: .....

Name of Committee, Event or Sales Activity: .....

Affected PTO Budget Line (if known): .....

 Signature of PTO Committee Chair or Officer (required by PTO Bylaws): .....

## To REQUEST Payment or Cash Box:

1. Do you want a Check, \$ for Cash Box or Other?

- Check
- Money for Cash Box
- Other, specify .....

2. Amount requested: \$.....

3. Date needed: .....

4. If requesting Money for Cash Box, skip to #7.

5. Staple original receipts or invoices to this document. Circle all items that you're claiming for reimbursement.

6. Make Check payable to (please print):  
.....

7. How do we handle the requested funds?

- Return to you, via PTO Treasurer's Mailbox
- Mail to: .....
- Create Cash Box, with these denominations:
 

\$..... in \$1 Bills	\$..... in Pennies
\$..... in \$5 Bills	\$..... in Nickels
\$..... in \$10 Bills	\$..... in Dimes
\$..... in \$20 Bills	\$..... in Quarters
- Other, specify .....

Submit this completed form to the PTO Treasurer or the PTO Treasurer's Mailbox in Parkview's Health Room.

## For Treasurer's Use Only:

Date Picked Up from PTO Mailbox: ..... Date Paid or Deposited: .....

Amount Paid or Deposited: \$ ..... Date Notified by Email: .....

Check Number: ..... Treasurer's Signature: .....

## To TURN IN Checks, Bills or Coins for a Deposit:

1. CHECKS or MONEY ORDERS to be deposited (must be made payable to Parkview PTO):

Number of items .....

**Subtotal dollar amount of checks and money orders \$ .....**

2. Cash in BILLS to be deposited:

No. of \$1 Bills ..... x 1 = \$ .....

No. of \$2 Bills ..... x 2 = \$ .....

No. of \$5 Bills ..... x 5 = \$ .....

No. of \$10 Bills ..... x 10 = \$ .....

No. of \$20 Bills ..... x 20 = \$ .....

No. of \$50 Bills ..... x 50 = \$ .....

No. of \$100 Bills ..... x 100 = \$ .....

**Subtotal \$ .....**

3. Cash in COINS to be deposited:

No. of Pennies ..... x \$.01 = \$ .....

No. of Nickels ..... x \$.05 = \$ .....

No. of Dimes..... x \$.10 = \$ .....

No. of Quarters ..... x \$.25 = \$ .....

No. of Half Dollars ..... x \$.50 = \$ .....

No. of Silver Dollars ..... x \$1 = \$ .....

**Subtotal . \$ .....**

4. Total funds to be deposited:

Subtotal for checks/money orders: \$ .....

Subtotal for bills: + \$ .....

Subtotal for coins: + \$ .....

**TOTAL FUNDS FOR DEPOSIT: \$ .....**

Parkview's School Office has a safe. If your deposit has CASH or multiple checks, please ask the Office to store your deposit in the safe. Then, notify the PTO Treasurer that your deposit is waiting.