

# Deposit Request

## FRG PTO

Date Submitted: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Project/Committee: \_\_\_\_\_

Description of deposit: \_\_\_\_\_

Total Number of Checks: \_\_\_\_\_ Total Deposit: \$ \_\_\_\_\_

*Complete the following information for your deposit (Excel spreadsheets also accepted):*

<b>CASH</b> Please continue on back or attach list if more room is needed		<b>CHECKS</b> Please continue on back or attach list if more room is needed		
Last Name	Amount	Last Name/Vendor Name	Check #	Amount
1	\$	1		\$
2	\$	2		\$
3	\$	3		\$
4	\$	4		\$
5	\$	5		\$
6	\$	6		\$
7	\$	7		\$
8	\$	8		\$
9	\$	9		\$
10	\$	10		\$
<b>Total Cash \$</b> _____		<b>Total Checks \$</b> _____		

*For Treasurer's Use Only*

Amount verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Category: \_\_\_\_\_ Deposit Date: \_\_\_\_\_ ☐ Entered