

Pinnacle Peak Elementary School PTO
General Deposit Form
(not for classroom funds or field trip funds)

Person Submitting: _____ Date: _____

Email: _____ Teacher: _____

Deposit Account/Activity: _____

TOTAL# OF CHECKS: _____

TOTAL AMOUNT OF CHECKS: \$ _____

TOTAL AMOUNT OF CASH: \$ _____

TOTAL AMOUNT OF DEPOSIT: _____

Please attach envelope with checks/cash (remove all staples) and place in PTO Lockbox in the School Office Workroom. If you have any questions, please email Rene Brofft, PTO Finance VP at Rene@pay-tech.com. Thank you.

If desired, please use reverse side of this form to detail deposit information (i.e. name of person submitted checks, etc). This is for your calculation and records only; information is not needed by Finance VP.

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