



BEE CAVE MIDDLE SCHOOL PTO CHECK DEPOSIT FORM

What is being deposited?

- Checks – *List all checks. For more than twenty checks, use separate form.*
- Cash – use **CASH DEPOSIT FORM**

Name: _____ Phone: _____ Date: _____

Source of Money: _____ Event Date: _____
(could be event or activity name or budget line item)

| # | Last Name | First Name | Phone | Check # | Amount |
|----|-----------|------------|-------|---------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

Total Number of Checks: _____

Grand Total: \$ _____

For School Store Only – Weekly reconciliation document must be attached to this form, along with deposit.

~~~~~Treasurer's Notes~~~~~

Date Received: \_\_\_\_\_ Amount Deposited: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Notes: