

# Highcrest PTO Deposit Form

## Instructions

Complete this deposit form, along with cash and / or checks for submission  
Prepare a separate deposit form for each committee / income type  
Contact the Assistant Treasurer to arrange for drop-off (address below)  
Do not leave cash in the school office

**Date:**

**Submitted by:**

**Phone and Email:**

**Committee (What's The Money For):**

## CASH

*Please count currency, sort by denomination, and record total amounts*

Currency:	\$
Coins:	\$
Total Cash:	<u>\$</u>

## CHECKS

# of Checks

Total \$ Checks	<u>\$</u>
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**TOTAL (cash & checks):** \$

**Assistant Treasurer:** Jennifer Choi  
3027 Greenleaf Ave  
Wilmette, IL 60091  
treasurer@highcrestpto.org