



MIDLAND SCHOOL PTO DEPOSIT FORM

Date: _____

Person submitting deposit: _____

Program/Committee: _____

Deposit Amount:

Cash \$ _____

Checks (made out to Midland PTO) \$ _____

Total \$ _____

INSTRUCTIONS FOR MAKING A DEPOSIT:

Get the Midland PTO endorsement stamp from the Treasurer's folder in the PTO file cabinet in the office. If the stamp is not there, contact Kristen Doyle to get one. Stamp the back of every check to be deposited and then return the stamp to the Treasurer's file.

Next, complete this form and bring all of the cash and checks to Citibank and make the deposit.

*Citibank no longer requires the bank deposits slip to also be filled out.

Attach the deposit receipt from Citibank to this form and leave it in the Treasurer's folder in the PTO file cabinet in the Office. Please inform Kristen Doyle (khdoyle@gmail.com or 917-620-3227) when a deposit has been made so it can be accounted for promptly. Thank you.