

Quail Valley Middle School PTO 3019 FM 1092, Missouri City TX 77459 Transmittal of Money for Deposit

Date Submitted: _____

Counter #1 Name _____ Email/ _____
Printed & Signed: _____ Phone: _____

Counter #2 Name _____ Event: _____
Printed & Signed: _____ & Date: _____

* 2 signatures are required if there is more than \$50 in cash or more than 10 checks.

Check #	Date	From / Student Name	Memo / Event Date	Amount
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$
Note: If there are more than 10 checks to deposit, attach an additional form.			Check Total = (from this page)	\$

Hundreds _____ x \$100 = \$ _____
 Fifties _____ x \$50 = \$ _____
 Twenties _____ x \$20 = \$ _____
 Tens _____ x \$10 = \$ _____
 Fives _____ x \$5 = \$ _____
 Twos _____ x \$2 = \$ _____
 Ones _____ x \$1 = \$ _____

Dollars _____ x \$1 = \$ _____
 Half Dollars _____ x \$.50 = \$ _____
 Quarters _____ x \$.25 = \$ _____
 Dimes _____ x \$.10 = \$ _____
 Nickels _____ x \$.05 = \$ _____
 Pennies _____ x \$.01 = \$ _____

Currency Total = \$

Coin Total = \$

For Treasurer's Use:
Bank Transaction #: _____
Deposit date: _____
Deposit amount: _____
Budget Line Item: _____

Total # Checks: _____ **Check Total = \$**

(include ALL checks from all check deposit forms attached)

Total submitted for DEPOSIT: \$ _____

==== Submit the cash and checks with this form to the Treasurer or the black PTA drop box in the front office ==== and **notify** the Treasurer by email at: qvmspto.treasurer@gmail.com.