

WJHS PTO DEPOSIT FORM

Please complete the Deposit Form and *email the Assistant Treasurer at the address listed below* to schedule a drop off. Please do not leave cash or checks in the office.

Date:

Your name:

Phone and Email:

Committee:

TOTAL (cash and checks): \$ _____

CASH – please record total amount, and sort currency by denomination

Currency: \$ _____ Coins: \$ _____ Total Cash: \$ _____

CHECKS – please list each check separately below, or attach a list

Last Name	Check Number	Amount

Total Checks: \$ _____

Assistant Treasurer

Melissa Murray

Email: assistanttreasurer@wjhspto.com or melissamurray8@me.com