

**Mitchell PTO**  
**Itemized Deposit Form**  
**(To Be Used When Giving Funds to the Treasurer)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event (Project): \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**\*\* REQUIRED: 2 People are required to be present counting cash.**

Ck No.	Last Name/Company	Amount	Currency	# of coin/ bill	Total Amount
			\$100		
			\$50		
			\$20		
			\$10		
			\$5		
			\$1		
			\$0.25		
			\$0.10		
			\$0.05		
			\$0.01		

Total of all Checks: \$ \_\_\_\_\_

Total of all Cash/Coins: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Money Counted By: \_\_\_\_\_ Date Counted: \_\_\_\_\_

Money Verified By: \_\_\_\_\_ Date Counted: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date Counted: \_\_\_\_\_