



# LAKE TRAVIS MIDDLE SCHOOL PTO

## CHECK DEPOSIT FORM

What is being deposited?

- ☐ Checks – **List all checks. For more than twenty checks, use separate form.**  
☐ Cash – **use CASH DEPOSIT FORM**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Source of Money: \_\_\_\_\_ Event Date: \_\_\_\_\_  
(could be event or activity name or budget line item)

| #  | Last Name | First Name | Phone | Check # | Amount |
|----|-----------|------------|-------|---------|--------|
| 1  |           |            |       |         |        |
| 2  |           |            |       |         |        |
| 3  |           |            |       |         |        |
| 4  |           |            |       |         |        |
| 5  |           |            |       |         |        |
| 6  |           |            |       |         |        |
| 7  |           |            |       |         |        |
| 8  |           |            |       |         |        |
| 9  |           |            |       |         |        |
| 10 |           |            |       |         |        |
| 11 |           |            |       |         |        |
| 12 |           |            |       |         |        |
| 13 |           |            |       |         |        |
| 14 |           |            |       |         |        |
| 15 |           |            |       |         |        |
| 16 |           |            |       |         |        |
| 17 |           |            |       |         |        |
| 18 |           |            |       |         |        |
| 19 |           |            |       |         |        |
| 20 |           |            |       |         |        |

Total Number of Checks: \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

**For School Store Only** – Weekly reconciliation document must be attached to this form, along with deposit.

~~~~~Treasurer's Notes~~~~~

Date Received: \_\_\_\_\_ Amount Deposited: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Notes: \_\_\_\_\_