

Funds Received Form

AGMS PTO



This form should be completed and submitted with your deposit in the safe located in the office of the AGMS Financial Secretary. Questions? Contact PTO Treasurer Shelly Cole- sdcole@nyu.edu or (845)235-4519. Please note:

- All checks should be made payable to AG PTO, with the name of the committee or project on the memo line please fill in if it is not indicated.
- We do not record every check, only the total deposit. Your committee is responsible for keeping track of who has paid and who has not.
- Cash should be counted by two people immediately (same day), both of whom should sign below.
- Cash must be deposited into the PTO safe the same day received or given to the Assistant Treasurer if the school is locked. Please put the deposit into a sealed envelope with the committee name on front

DATE: _____ ACTIVITY: _____ BUDGET CATEGORY: _____

TOTAL # CHECKS: _____ TOTAL CHECK AMOUNT: \$ _____

CURRENCY:

Quantity	Amount
\$100 _____	_____
\$ 50 _____	_____
\$ 20 _____	_____
\$ 10 _____	_____
\$ 5 _____	_____
\$ 1 _____	_____

TOTAL CURRENCY: \$ _____

COINS (must be rolled unless less than a full roll):

\$1 _____	_____
.50 _____	_____
.25 _____	_____
.10 _____	_____
.05 _____	_____
.01 _____	_____

TOTAL COINS: \$ _____

TOTAL DEPOSIT: \$ _____

Deposit Submitted by: _____

Cash Counted by: _____

Cash Count Verified by: _____

PTO Committee: _____

Date Received: _____ PTO Budget Category: _____	Treasurer's Use Only TOTAL DEPOSIT: _____
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