**Butler Elementary School PTO Deposit Form**

\*Each deposit form should be $2,000 or less\*

**Notify Treasurer when leaving funds in the PTO Mailbox!**

Place checks/cash with completed deposit form(s) in an envelope marked,

“Alison Ficociello, PTO Treasurer”. Put envelope in the Treasurer PTO folder/mailbox in the Butler office. Please call or text Alison at 504-352-4384 to inform her

that there is money to pick up at school. Thanks!

|  |  |
| --- | --- |
| Event Name: |  |
| Today’s Date: |  |
| Name of person counting: |  |
| Phone: |  |
| Email: |  |
| 2nd person counting:  (If applicable) |  |
| # of Checks |  |
| Amount of Checks: | $ |
| Amount of Cash: | $ |
| Total: | $ |

|  |  |
| --- | --- |
| Treasurer Count: | $ |
| Total Amount Deposited: | $ |

**Additional Notes:**