

KDM PTO DEPOSIT VERIFICATION

Event: _____
Event Date: _____
Chairperson: _____
**Petty Cash/
Startup Amount:** _____

CASH BREAKDOWN

BILLS	COINS
_____ x \$1 = _____	_____ x \$0.01 = _____
_____ x \$5 = _____	_____ x \$0.05 = _____
_____ x \$10 = _____	_____ x \$0.10 = _____
_____ x \$20 = _____	_____ x \$0.25 = _____
_____ x \$50 = _____	_____ x \$0.50 = _____
_____ x \$100 = _____	_____ x \$1.00 = _____
TOTAL BILLS: _____	TOTAL COINS: _____

Total Cash: _____
 Total Checks: _____
 Gross Income: _____
Net Income: _____
 (Gross Income less Petty Cash)

Submitted by: _____
 Treasurer's initials: _____

PLEASE REMEMBER...

- Request Petty Cash at least one week prior to the event. Contact Lauren Naylor at lauren.e.wozniak@gmail.com or 610.331.3785.
- Verify that all checks are made payable to KDM PTO.
- Return Deposit Verification form and all money to Lauren Naylor within one week of the event.

THANK YOU!