

JFK PTO Deposit Guidelines

Chairpersons must follow these steps when making a deposit:

1. Use the Check Detail Form to record all checks received. A copy has been provided for you in this packet. Additional copies can be found in the Main Office or online at jfkpto.com.
2. Total all checks received and record the amount on the Deposit Cover Sheet form.
3. Total all cash received and record the amount on the Deposit Cover Sheet form. If you have cash, you must also complete a cash receipt form.
4. Total all checks and cash, and record total amount on the Deposit Cover Sheet form.
5. **Sign** the Deposit Cover Sheet form, and write your committee name at the top of the form.
6. A copy of the Deposit Cover Sheet form has been provided for you in this packet. Additional copies can be found in the Main Office.
7. Submit all checks, cash, Check Detail Form, and Deposit Cover Sheet to the PTO Treasurer or Assistant Treasurer for deposit **within twenty-four hours of the event**. Do not wait until the end of the fundraiser or until all money has been collected before getting forms and money ready for deposit.
8. Each deposit required the above-mentioned forms.
9. A receipt for the deposit can be found in your committee folder in the PTO box in the Main Office.
10. Do not leave deposits in the PTO box. Please hand deliver deposits to the treasurer or assistant treasurer.