



DEPOSIT FORM

Please complete this form in ink.

HVPTO Event: _____ Date Submitted: _____

Event Chair: _____ Phone Number: _____

If more than 10 checks, DO NOT list them below. Instead, attach either an adding machine tape or a spreadsheet with all the check amounts listed and only record the total dollar amount and the total number of checks on this sheet.

All checks must be made payable to "HVPTO" and stamped on the back with the endorsement stamp found in the HVPTO Box at View and the HVPTO Treasurer's Box at Valley.

Event Chairs: Make a copy of this completed form for your records.

	Name	Check #	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		Checks Total	\$
		# of Checks	

Cash		# of bills		Amount
\$1.00	x	=		
\$5.00	x	=		
\$10.00	x	=		
\$20.00	x	=		
\$50.00	x	=		
\$100.00	x	=		
Cash Total			\$	

Coins		# of coins		Amount
\$.01	x	=		
\$.05	x	=		
\$.10	x	=		
\$.25	x	=		
\$.50	x	=		
\$1.00	x	=		
Coins Total			\$	

Grand Total	\$
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Sign below confirming that all funds have been counted. *Two different* counters and their signatures required.

Verifying Counter #1

Verifying Counter #2

Please return this form, with all collected funds, in a sealed envelope labeled "Karen Alexander" to the safe in either the Valley or View office. Once completed, email Karen Alexander, HVPTO Depositor, at weisski@yahoo.com that a deposit is ready and indicate in which office it can be found.

If cash totals more than \$1,000, contact Karen to arrange an in-person exchange.