



PIN OAK MIDDLE SCHOOL PTO

4601 Glenmont □ Bellaire, TX 77401 □ Phone: 713.295.6500 □ Fax: 713.295.6511

PIN OAK MIDDLE SCHOOL – PTO Summary of Funds Received - Deposit Form

Date of event: _____ Name of event: _____

Depositor's Name: _____ Date Funds Deposited: _____

Depositor's Phone: _____ Email: _____

Counter #1 Name: _____ Signature: _____

Counter #1's Phone: _____ Email: _____

Counter #2 Name: _____ Signature: _____

Counter #2's Phone: _____ Email: _____

Cash \$ _____ Check \$ _____

Credit Card \$ _____ TOTAL \$ _____

Please check the appropriate category below.

<u>GENERAL</u>	<u>SCHOOL STORE</u>	<u>CONTRIBUTIONS</u>
<input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th Grade Activities \$ _____	<input type="checkbox"/> School Store: Daily \$ _____	<input type="checkbox"/> Technology <input type="checkbox"/> Tree \$ _____
<input type="checkbox"/> Book Fair <input type="checkbox"/> Fall Fundraiser \$ _____	<input type="checkbox"/> Color Run \$ _____	<input type="checkbox"/> Corporate Campaign \$ _____
<input type="checkbox"/> Auction \$ _____	<input type="checkbox"/> Pre-Order School Supplies \$ _____	<input type="checkbox"/> Individual <input type="checkbox"/> Business Contributions \$ _____
<input type="checkbox"/> Pin Oak Idol \$ _____	<input type="checkbox"/> Store: Charger Camp \$ _____	<input type="checkbox"/> Membership \$ _____
<input type="checkbox"/> School Directory \$ _____	<input type="checkbox"/> School Store: NSO \$ _____	<input type="checkbox"/> General Other: _____
<input type="checkbox"/> Box Tops <input type="checkbox"/> Retail \$ _____	<input type="checkbox"/> School Other: _____ \$ _____	\$ _____

ADDITIONAL INFORMATION FOR CREDIT CARDS:

Use the Income categories above to note appropriate account.

Attach Credit Card "transmittal report" and "credit card" receipts to this Summary.

Note: The date should reflect the date that the report was run.

Complete separate deposit form for credit cards. (If you have cash/check complete a separate deposit form)

ADDITIONAL INFORMATION FOR CHECKS: (Please staple copies of checks to the deposit envelope or form)

If possible list the Child's name and House on the Memo section of each check.

If possible obtain Driver's License Number and list on top of check.

**NOTE IF YOU NEED TO KEEP RECORDS FOR YOUR OWN COMMITTEE:
THE BUDGET & FINANCE'S REPORT MAY NOT REFLECT THE COMMITTEE'S REPORT**