

Deposit Form

Please complete the form below for depositing funds into the St. Gabriel PTU account. Return it to the School Office to the attention of PTU Treasurer, Alicia Henrikson/Paula Haumesser. **Please know how much we appreciate your hard work and dedication on behalf of the students!**

If you have any questions, please contact PHaumesser@st-gabriel.org.

St. Gabriel PTU - DEPOSIT FORM

Your Name:	Phone:
Oldest Child:	Child's Room Number:
Committee / Project:	Deposit Amount:
Date:	Amount in Checks:
Your Signature:	Amount in Cash:
Office use only – PTU Approval:	

Deposit Procedures:

1. This form must accompany all deposits, regardless of amount of deposit.
2. The committee chair responsible for collecting funds must count the total amount of money submitted for deposit to the PTU account, as well as break-out the total checks and total cash.
3. The committee chair must sign this form as verification of amounts submitted for deposit.
4. The PTU Treasurer will confirm these totals with a separate count to ensure accuracy and will sign this form as well to indicate agreement of amounts.
5. In the event of a discrepancy, the PTU Treasurer will contact the PTU committee chair as well as the PTU President to recount the funds together and arrive at the correct total.
6. All deposits for the 2015/16 school year must be turned in by June 30, 2016.