

MONROE SCHOOL PTO BANK DEPOSIT GUIDELINES

All Monroe School PTO bank deposits should be dropped off at the home of the assistant treasurer, **Geegee Kan (Yang)**. Please deliver deposits to the assistant treasurer as soon as possible to ensure that monies are not lost or misplaced. This may mean that large deposits are broken down into multiple deposits rather than waiting until the event is over.

For each deposit, please complete a Monroe School PTO Cash Receipt Form. This form can be found on the PTO website under Committee Chair Forms tab and in the PTO Mailbox. If you have cash, please **call ahead** and confirm that the assistant treasurer will be home. Do not leave cash in the assistant treasurer's home mailbox or in the PTO mailbox at school.

Please count your deposit. Separate checks and cash. On the form, please separate the cash bills by denomination and list the checks on a separate piece of paper.

Reconcile your money. Make sure that the amount you are depositing matches the amount you should have received from the sale of your items.

Please contact Geegee Kan (Yang) with any questions you may have at treasurer@monroeschoolpto.com.