



DEPOSIT FORM

HVPTO Event: _____ Date Submitted: _____

Event Chair/s: _____ Phone Number: _____

If more than 10 checks, DO NOT list them below. Instead, attach either an adding machine tape or a separate 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: Keep a copy of this completed form for your records.

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

Cash		# of bills		Amount
\$1.00	x		=	
\$2.00	x		=	
\$5.00	x		=	
\$10.00	x		=	
\$20.00	x		=	
\$50.00	x		=	
\$100.00	x		=	
		Cash Total		

Coins		# of coins		Amount
\$0.01	x		=	
\$0.05	x		=	
\$0.10	x		=	
\$0.25	x		=	
\$0.50	x		=	
\$1.00	x		=	
		Coins Total		

Grand Total	
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Print form and 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 "HVPTO DP" to the safe in either the Valley or Visita office. Once completed, HVPTO Deposit Treasurer, at deposits@hvpto.com that a deposit is ready and indicate in which office it can be found.

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