LANCASTER PTO
FUNDRAISING/EVENTS FUND INTAKE FORM

To be submitted to the PTO Treasurer by Event Chair/Contact Person for deposit in the PTO bank account. All funds must be collected and accounted for by the Event Chair/Contact person and amounts listed on the form for each deposit. It is preferable to have all funds held in the safe in the Mary Rowlandson School office until the Treasurer is available to make a deposit. If the safe is not available please contact the Treasurer to make arrangements for drop-off.

Event: _____

Event Chair/Contact Person: _____

Telephone Number: _____

Date: _____

FUNDS RECEIVED/ENCLOSED:

CASH: $_____

CHECKS: $_____

TOTAL: $_____

SUBMITTED BY: _____

RECEIVED BY: _____

PTO USE ONLY:
Date Received: _____ Date Deposited: _____