



# Mason Ridge PTO

## Information for Deposits

Thank you for your support of Mason Ridge Elementary School and the PTO!

Please follow the below instructions to make a deposit:

- **PLEASE REMOVE ALL STAPLES FROM CHECKS!**
- **Complete the Mason Ridge PTO Deposit form.** It is in the PTO Treasurer: Forms folder in the Mason Ridge Office or on the Mason Ridge PTO website under forms.
- This Mason Ridge PTO Deposit form is an excel document. Please complete all fields in LIGHT GREY.
  - Please include your name and the Committee / Event for the deposit.
  - The left side of the document is for CHECKS; the right side is for CASH
- Please subtotal the checks and the cash, and then include a total (if using excel, the excel document does this for you!)
- If you are not comfortable with excel, please handwrite the information on the PTO Deposit form.
- Please EMAIL the excel document to the Mason Ridge Treasurer at [treasurer@masonridgepto.org](mailto:treasurer@masonridgepto.org) . If you do not have access to email, please print and return with the checks.
- Please place all checks in an envelope noting the Committee / Event name and place in the PTO Treasurer: INBOX folder.
- **IF THERE IS A LARGE AMOUNT OF CASH**, please ask the Principal Secretary at Mason Ridge to keep the cash locked in the Office and email the treasurer at [treasurer@masonridgepto.org](mailto:treasurer@masonridgepto.org) to pick it up.
- Please submit all deposits within 30 days of receipt.

And don't forget - remove all staples!!

Please contact [treasurer@masonridgepto.org](mailto:treasurer@masonridgepto.org) with and questions.