



## **BELLAIRE HIGH SCHOOL PTO**

5100 Maple Street □ Bellaire, TX 77401 □ Phone: 713.295.3704 □ Fax: 713.295.3763

### **Bellaire High School – PTO DEPOSIT NOTICE**

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_  
Depositor's Name: \_\_\_\_\_ Date Funds Deposited: \_\_\_\_\_  
Depositor's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Counter #1's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Counter #1's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Counter #2's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Counter #2's Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Cash Total: \_\_\_\_\_ Check Total: \_\_\_\_\_  
Credit Card Total: \_\_\_\_\_ Grand Total: \_\_\_\_\_

Bellaire High School PTO, Inc. is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code, and is therefore exempt from paying sales tax on purchases. As such, we DO NOT reimburse individuals for sales tax. To avoid paying sales tax, please use our tax exempt form.

#### **Please Identify the Appropriate Category Below**

- ☐ Auction: \$ \_\_\_\_\_
- ☐ Class of 2024: \$ \_\_\_\_\_
- ☐ Class of 2025: \$ \_\_\_\_\_
- ☐ Class of 2026: \$ \_\_\_\_\_
- ☐ Class of 2027: \$ \_\_\_\_\_
- ☐ Food Sales: \$ \_\_\_\_\_
- ☐ Holiday Teacher Luncheon: \$ \_\_\_\_\_
- ☐ Homecoming: \$ \_\_\_\_\_
- ☐ Membership Drive: \$ \_\_\_\_\_
- \_\_\_\_ Corporate Sponsors    \_\_\_\_ Non-Corporate Donations    \_\_\_\_ Matching    \_\_\_\_ Yard Signs
- ☐ Teacher / Staff Appreciation / Luncheon: \$ \_\_\_\_\_
- ☐ Other: \$ \_\_\_\_\_

Once completed, please place this form, along with all the funds, in an envelope, and leave in the PTO Safe. Once deposited, please let the Co-Treasurer, Sandy Smith (purchasing@bellairepto.org or sandysmith@pdq.net) know that the funds are in the safe.