

Lakewood Creek Elementary Home & School Organization

Deposit Notice

- ⑤ Deposit Notice is used to cash the personal checks received.
- ⑤ Complete the information on this form and put the checks along with this deposit notice in an envelope labeled "Amy Leckinger Room Party Checks".
- ⑤ Take it to the school office and **ONLY PUT IT IN THE BOX LABELED "HSO ROOM PARENT CHECKS BOX"**.
- ⑤ All envelopes in the box, **up to 2 weeks prior to each party** will be considered "on time" to be cashed and distributed at the upcoming Room Party.
- ⑤ Cash will be distributed 3 times per school year; at the Halloween Party, Holiday Party and Valentines Day Party
- ⑤ If you are unable to be at those parties, Shirley Marecek or Traci Freundt will make other arrangements with the Lead Parent to pick up the money.
- ⑤ **MAKE SURE TO ATTACH THE CHECKS ALONG WITH THIS FORM BEFORE TAKING TO THE OFFICE.**
- ⑤ Questions contact:

Amy Leckinger, HSO Treasurer (630) 225-2126, amy@leckingerfamily.com,
 Shirley Marecek, HSO Room Parent Chair 906-9980 sdmarecek@sbcglobal.net
 Traci Freundt, HSO Room Parent Co-Chair 264-1080 tracifreundt@hotmail.com

Your Name _____ Phone _____

Your Address _____ E-mail _____

Date Submitted _____ Teacher Last Name _____

Project Room Parties Total Amount \$ _____

Complete the following information for your deposit

Checks		Checks	
Check #	Amount	Check #	Amount
1. _____	= _____	11. _____	= _____
2. _____	= _____	12. _____	= _____
3. _____	= _____	13. _____	= _____
4. _____	= _____	14. _____	= _____
5. _____	= _____	15. _____	= _____
6. _____	= _____	16. _____	= _____
7. _____	= _____	17. _____	= _____
8. _____	= _____	18. _____	= _____
9. _____	= _____	19. _____	= _____
10. _____	= _____	20. _____	= _____
Number of Checks _____		Total Amount of Checks \$ _____	

Submitted by Room Parent Volunteer _____ Date _____

For Treasurer's Use Only

Account _____ Deposit # _____ Date _____ Logged _____