

Deposit Voucher

All Chairpersons handling money please fill out this form and give to the treasurer with money for deposit. Two, non-related, PTA Members need to count and sign all deposits.

Chairperson _____ Phone # _____

Event/Committee _____ Date _____

Total Deposit Amount _____

Deposited funds are from a **Fundraiser** _____ **Donation** _____ **Money In** _____

Coins: Pennies _____	Currency: Ones _____	Checks: _____
Nickels _____	Twos _____	_____
Dimes _____	Fives _____	_____
Quarters _____	Tens _____	_____
Halves _____	Twenties _____	_____
Dollars _____	Fifties _____	_____
	Hundreds _____	_____

TOTAL COIN _____ **TOTAL CURRENCY** _____ **TOTAL CHECKS** _____

OF CHECKS _____

Counted by _____ Phone # _____

Counted by _____ Phone # _____

Comments _____

For Treasurer's Use Only

Committee _____

Total Amount Received _____ Date Received _____

Checks _____ # of Checks _____ Cash _____

Receipt # _____ Deposit Date _____

Treasurer's Signature _____

Comments _____