

## Deposit Voucher

All **PTSA Members** handling money need to fill out this form and give it to the Treasurer with money for deposit. **TWO PTSA members must count all deposits.**

Chairperson: \_\_\_\_\_ Phone: \_\_\_\_\_

Event / Committee: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Coins:</b> Pennies _____	<b>Bills:</b> Ones _____	<b>Checks:</b> _____ 1.
Nickels _____	Twos _____	_____ 2.
Dimes _____	Fives _____	_____ 3.
Quarters _____	Tens _____	_____ 4.
Halves _____	Twenties _____	_____ 5.
Dollars _____	Fifties _____	_____ 6.

If more room is needed to list checks, continue listing on back of form →

<b>Total Coin \$</b> _____	<b>Total Bills \$</b> _____	<b>Total Checks \$</b> _____
		<b># Of Checks</b> _____

**TOTAL DEPOSIT \$** \_\_\_\_\_

Counted by: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Signature

Counted by: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Signature

Comments: \_\_\_\_\_

### For Treasurer's Use Only

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Checks: # \_\_\_\_\_ \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

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