

# Deposit Voucher

All PTSA Members handling money need to fill out Part A of the form and give to the treasurer with money for deposit. Two (2) PTSA members must count all deposits. Thank you.

## Part A

Committee Chair \_\_\_\_\_ Phone # \_\_\_\_\_

Committee or Event \_\_\_\_\_ Date \_\_\_\_\_

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

Continue on back if necessary.

Total Coins \$ \_\_\_\_\_ Total Currency \$ \_\_\_\_\_ Total Checks \$ \_\_\_\_\_

Number of Checks \_\_\_\_\_

Total Deposit Amount \$ \_\_\_\_\_

Counted by \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature

Phone Number \_\_\_\_\_

Signature

Comments \_\_\_\_\_

Please circle budget account to use:

Dance

Current Year Donations

20\_\_ Donations

Current Year Fundraising

20\_\_ Fundraising

Graduation Night

Current Year Grad Night Donations

20\_\_ Grad Night Donations

Fundraising

Ticket Sales

General Business

Pass the Hat/Member Donations

Albertsons Donations

Corporate/Matching Donations

Fundraising

Membership

\*\* Other \_\_\_\_\_

If your deposit does not fit one of these accounts, please write new account name.

It will be reviewed at the next Board Meeting and the budget adjusted accordingly.

(Do Not Write Below Line)

## Part B (For Treasurers Use Only)

Event & Date \_\_\_\_\_

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

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

Deposit Date \_\_\_\_\_ Treasurer's/Cashier's Signature \_\_\_\_\_

Comments \_\_\_\_\_