

SOUTH BAY PTA

4.4.30

Deposit Voucher

All Chairpersons handling money must have a second person count, fill out this form and submit with money or check(s) to deposit into the lockbox on the wall of the volunteer room.

Event/Committee: _____

Date: _____

Chairperson: _____

Phone: _____

Deposit Count:

Coins

Pennies	
Nickles	
Dimes	
Quarters	
Halves	
Dollars	

Currency

Ones	
Twos	
Fives	
Tens	
Twenties	
Fifties	

Checks

TOTAL COINS:

\$ - _____

TOTAL CURRENCY:

\$ - _____

TOTAL CHECKS

\$ - _____
of Checks _____

TOTAL AMOUNT OF DEPOSIT SUBMITTED:

\$ - _____

Money counted by:

Signature

Phone: _____

Signature

Phone: _____

Comments:

PTA Use Only

Total Amount Received \$ _____

Date Received: _____

Received From: _____

Receipt # _____

Deposit Date _____

Bank _____

Treasurer's Signature _____

Comments