

## Wells Elementary PTA Deposit Voucher

**Instructions:**  
**1. Stamp back of all checks. 2. Fill out this form. 3. Attach two adding machine tapes.**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_ and \_\_\_\_\_  
 (two signatures required here)

Account/Category to be credited: \_\_\_\_\_  
 (If this deposit reflects more than one account/function, please identify each account and \$ to each)

	\$	
	\$	
	\$	
	\$	

Currency	Qty. Bills	Total	Coins	Qty. Coins	Total
\$100	x _____	= _____	Quarters	x _____	= _____
\$50	x _____	= _____	Dimes	x _____	= _____
\$20	x _____	= _____	Nickels	x _____	= _____
\$10	x _____	= _____	Pennies	x _____	= _____
\$5	x _____	= _____			
\$1	x _____	= _____			

**LINE A: Total \$ currency** \_\_\_\_\_      **LINE B: Total \$ coins** \_\_\_\_\_

**Checks**

Name	Check #	Notes	Amount
Total from add'l logs ( ___ pages attached)	Various		

Total # of checks: \_\_\_\_\_      **LINE C: Total \$ checks:** \_\_\_\_\_

**TOTAL DEPOSIT (A+B+C)** \_\_\_\_\_

<b><u>Treasurer's Notes</u></b>	Deposit Verified \$ _____
Date Received _____	Deposit Date _____
Date Verified _____	Deposit No. _____

Treasurer's signature \_\_\_\_\_