

Wells Elementary School PTA Deposit Voucher

Instructions:

(1) Stamp back of all check with endorsement stamp located in Treasurer mailbox. (2) Fill out this form. (3) Two PTA members (in addition to Treasurer) must count if cash is included. (4) Make copy of signed form for chairperson.

Name of Event: _____ Date: _____
 Form completed by: _____ Chairman: _____

Budget Category(s) to be credited (Please separate amounts for different categories):

Treasurer can complete Taxable column

Category Name	Amount	Taxable
Total		(should equal total at bottom)

Cash Received			
Bills	\$ Amount	Coins	\$ Amount
\$100	_____	Dollar	_____
\$50	_____	50 Cent	_____
\$20	_____	Quarters	_____
\$10	_____	Dimes	_____
\$5	_____	Nickels	_____
\$2	_____	Pennies	_____
\$1	_____	Total	_____
Total	_____ (A)		_____ (B)

Checks Received (Attach Check Log if needed for more checks)			
Name	Check #	Budget Category (Purpose)	Amount
Total from other check logs attached			
Total All Checks			_____ (C)
Total Deposit (A + B + C)			_____

(Please Print) _____ Phone Number _____

Counter 1 Name: _____

Counter 2 Name: _____

Treasurer: _____

Treasurer's Notes					
Date Deposited		Recorded			Deposit #