

FELIDA PTA DEPOSIT VOUCHER

*Two current PTA members must count all monies, sign form, submit with all cash/checks.
Deposit into PTA safe. Attach all receipts and check copies to deposit slip.*

Program / Committee / Event, etc.: _____

Date: _____

Bingo <input type="checkbox"/>	Dining Days <input type="checkbox"/>	Donations <input type="checkbox"/>	Fun Run <input type="checkbox"/>	Membership <input type="checkbox"/>
Payback <input type="checkbox"/>	Plant Sale <input type="checkbox"/>	Spirit Wear <input type="checkbox"/>	Yearbook <input type="checkbox"/>	Other: <input type="checkbox"/>

CURRENCY COUNT:	COIN COUNT:
_____ x \$100's = \$ _____	_____ x Dollar Coins = \$ _____
_____ x \$50's = \$ _____	_____ x Half Dollars = \$ _____
_____ x \$20's = \$ _____	_____ x Quarters = \$ _____
_____ x \$10's = \$ _____	_____ x Dimes = \$ _____
_____ x \$5's = \$ _____	_____ x Nickels = \$ _____
_____ x \$2's = \$ _____	_____ x Pennies = \$ _____
_____ x \$1's = \$ _____	
Currency TOTAL = \$ _____	Coin TOTAL = \$ _____
<i>If Cash Receipt not given in person, fill out Yellow Cash Log or book in Treasurer box. Yellow Cash Log gets stapled to deposit to prove where money came from per PTA & The Law rules.</i>	
TOTAL CASH = \$ _____ (Currency + Coin)	
TOTAL CHECKS = \$ _____	# of Checks = _____
Check Directions: 50 checks max per deposit. Copy off checks hiding signature & Routing #'s. 6-8 fit on copier. Stamp back of each check with PTA Bank Stamp in Treasurer's drawer. Make 2 copies. Attach 1 to the PTA Deposit Voucher & the other is for Committee's Record keeping.	
TOTAL FUNDS TO DEPOSIT = \$ _____ (Cash + Check)	

PTA Member Printed Name 1: _____

PTA Member Signature 1: _____

PTA Member Printed Name 2: _____

PTA Member Signature 2: _____

For PTA Treasurer:	Date Deposited: _____	Initials: _____
	Logged into Ledger: _____	Initials: _____
	Budget Category: _____	
<i>***Staple Bank deposit slip on upper left corner at top of green slip.***</i>		