

Carriage Crest Elementary PTSA 9.7.3 Deposit Voucher

Please use this voucher when requesting PTSA deposits. Fill out the voucher and give it to the PTSA cashier. If you are including checks, please attach an Excel Spreadsheet with a total or an adding tape. **IMPORTANT: For your own protection, two PTSA members (example: chairperson and PTSA Member) must count all cash deposits. PTSA members, related to each other, are strongly discouraged from verifying deposits.**

Today's Date: _____

Name: _____ Phone # _____
Person filling out this form

Event/Reason for deposit: _____

Money counted by: _____ Phone # _____
Signature PTSA member? Yes No

Money counted by: _____ Phone # _____
Signature PTSA member? Yes No

Coins	Currency
Pennies _____	Ones _____
Nickels _____	Twos _____
Dimes _____	Fives _____
Quarters _____	Tens _____
Halves _____	Twenties _____
Dollars _____	Fifties _____
	Hundreds _____
Subtotal: \$ _____	Subtotal: \$ _____

Total # of Checks Page #1 & 2: _____

List Bank # _____ and \$ _____

List Bank # _____ and \$ _____

List Bank # _____ and \$ _____

List Bank # _____ and \$ _____

Subtotal \$ Checks Page 1: \$ _____

Subtotal \$ Checks Page 2: \$ _____

Total Deposit: \$ _____

see reverse side or see attached

For PTSA Cashier Use Only

Date form received: _____ Receipt # _____

Received from: _____

Date of deposit: _____

Number of checks: _____ Total amount deposited: \$ _____

Comments: _____

<i>Total coin</i>	\$ _____
<i>Currency</i>	\$ _____
<i>Checks</i>	\$ _____
<i>Total Received</i>	\$ _____

Cashier's Signature: _____

Last Name		List Bank #	Amount	Last Name		List Bank#	Amount
1				24			
2				25			
3				26			
4				27			
5				28			
6				29			
7				30			
8				31			
9				32			
10				33			
11				34			
12				35			
13				36			
14				37			
15				38			
16				39			
17				40			
18				41			
19				42			
20				43			
21				44			
22				45			
23				46			
Total				Total			

