



# MARION JORDAN PTA

## DEPOSIT VOUCHER FORM

### FOR PTA DEPOSITS:

- All cash receipts must be counted by at least TWO PEOPLE who are not related by blood, marriage, or cohabitation.
- At no time should PTA funds be taken home by a volunteer. Money should be counted immediately at the close of each event and stored at the school until it can be transferred into the Treasurer's custody.
- The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.**
- Please e-mail the PTA Treasurer ([MJTreasurer@gmail.com](mailto:MJTreasurer@gmail.com)) to coordinate deposit transfer.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Counter #1 (Print Name): \_\_\_\_\_ Counter #1 Signature: \_\_\_\_\_

Counter #2 (Print Name): \_\_\_\_\_ Counter #2 Signature: \_\_\_\_\_

### CASH

BILLS					
Type of Bill	Description		#	=	Amount
\$100	Hundreds	x		=	\$
\$50	Fifties	x		=	\$
\$20	Twenties	x		=	\$
\$10	Tens	x		=	\$
\$5	Fives	x		=	\$
\$2	Twos	x		=	\$
\$1	Ones	x		=	\$
					\$

COINS					
Type of Coin	Description		#	=	Amount
\$1.00	Dollar Coins	x		=	\$
\$0.50	Half Dollars	x		=	\$
\$0.25	Quarters	x		=	\$
\$0.10	Dimes	x		=	\$
\$0.05	Nickels	x		=	\$
\$0.01	Pennies	x		=	\$
					\$

### CHECKS

CHECKS - ITEMIZED					
	Check #	Amount		Check #	Amount
1		\$		18	\$
2		\$		19	\$
3		\$		20	\$
4		\$		21	\$
5		\$		22	\$
6		\$		23	\$
7		\$		24	\$
8		\$		25	\$
9		\$		26	\$
10		\$		27	\$
11		\$		28	\$
12		\$		29	\$
13		\$		30	\$
14		\$		31	\$
15		\$		32	\$
16		\$		33	\$
17		\$		34	\$

Cash Total (Bills + Coins): \$ \_\_\_\_\_

Checks Total: \$ \_\_\_\_\_

GRAND TOTAL	
Cash Total	\$ _____
Check Total	\$ _____
<b>DEPOSIT TOTAL</b>	<b>\$ _____</b>

**Treasurer Section ONLY**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Verification: \$ \_\_\_\_\_