

# MERIDIAN ELEMENTARY PTSA 9.7.30

## DEPOSIT VOUCHER FORM



- \*Money must be counted by two (2) PTSA Members and signed below.
- \*Bank deposits are to be made within 24 hours of receiving and counting money.
- \*Please attach the bank deposit receipt to this form and put in the Treasurer's Folder in the PTSA Mailbox.

Event/Committee \_\_\_\_\_ Date \_\_\_\_\_

Chair/Member Name \_\_\_\_\_ Phone/Email \_\_\_\_\_

Coins		Bills		Checks			
Pennies	_____ x.01= _____	Ones	_____ x1.00= _____	#	\$ _____	#	\$ _____
Nickels	_____ x.05= _____	Fives	_____ x5.00= _____	#	\$ _____	#	\$ _____
Dimes	_____ x.10= _____	Tens	_____ x10.00= _____	#	\$ _____	#	\$ _____
Quarters	_____ x.25= _____	Twenties	_____ x20.00= _____	#	\$ _____	#	\$ _____
Half Dollars	_____ x.50= _____	Fifties	_____ x50.00= _____	#	\$ _____	#	\$ _____
Dollars	_____ x1.00= _____	Hundreds	_____ x100.00= _____	#	\$ _____	#	\$ _____
				#	\$ _____	#	\$ _____

Coin Total \_\_\_\_\_ Bill Total \_\_\_\_\_ Check Total \_\_\_\_\_

TOTAL DEPOSIT: \_\_\_\_\_

Counted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Counted by: \_\_\_\_\_ Phone: \_\_\_\_\_

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For Treasurer's Use Only

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

Deposit Date: \_\_\_\_\_ Deposit Total: \_\_\_\_\_

Budget Account(s): \_\_\_\_\_

Notes: \_\_\_\_\_

Signature: \_\_\_\_\_ Entry Date: \_\_\_\_\_