



Forest Elementary PTA Deposit Voucher

Forest Elementary
PTA[®]
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Complete this form when cash or checks are collected from a PTA event or activity and for deposit into the Forest PTA account.

Submit this form and the cash/checks directly to the PTA Treasurer or to Mrs. Hooper in the Forest office. If you have questions about the form or what to do with PTA money, contact Anne Birt at mrsabirt33@gmail.com.

PLEASE DO NOT LEAVE CASH OR CHECKS IN THE PTA MAILBOX!

Amount Collected:	Cash	\$ _____
	Checks	\$ _____
	Total Deposit	\$ _____

PTA Member submitting envelope:

Name(print) _____ Date _____

Signature _____ Phone # _____

PTA Event / Activity _____

Comments / Notes _____

Two PTA members must count money and sign form for deposit.

Counted by: _____ Date _____

Signature: _____

Confirmed by: _____ Date _____

Signature: _____

Treasurer's Notes:

Date Received _____ Date Deposited _____

Total Cash/Checks Equals Total on Voucher? Yes No Initials _____

Notes _____

Bill & Coin Tally

	# of bills or coins	\$\$
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$1		\$
.25		\$
.10		\$
.05		\$
.01		\$
Total Cash		\$

Check Tally

	# of checks	\$\$
\$		\$
\$		\$
\$		\$
\$		\$
\$		\$
\$		\$
Total Checks		\$