



Forest Elementary PTA Deposit Voucher

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 main office. If you have questions about the form or what to do with PTA money, please contact the treasurer at feptatreasurer@gmail.com

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

Amount collected: Cash \$ _____
 Checks \$ _____
 Total \$ _____

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		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
Total cash		\$

Check Tally

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