

Hazelwood Elementary PTSA

DEPOSIT VOUCHER / FUNDS RECEIPT

Any person handling money must complete this form and present it to the Treasurer with funds for deposit.

KEEP A COPY IN YOUR EVENT BINDER BEFORE GIVING TO TREASURER. This is your receipt.

CHAIRPERSON: _____ PHONE: _____ EMAIL: _____

EVENT: _____ DATE: _____

COINS	CURRENCY	CHECKS	
(Qty X amt = total)	(Qty X amt = total)	Name	Amt
Pennies _____ x .01 = \$ _____	Ones _____ x 1.00 = \$ _____		\$
Nickels _____ x .05 = \$ _____	Twos _____ x 2.00 = \$ _____		\$
Dimes _____ x .10 = \$ _____	Fives _____ x 5.00 = \$ _____		\$
Quarters _____ x .25 = \$ _____	Tens _____ x 10.00 = \$ _____		\$
Half Dollars _____ x .50 = \$ _____	Twenties _____ x 20.00 = \$ _____		\$
Dollars _____ x 1.00 = \$ _____	Fifties _____ x 50.00 = \$ _____		\$
Other _____ x _____ = \$ _____	Hundreds _____ x 100.00 = \$ _____		\$
	Other _____ x _____ = \$ _____		\$
TOTAL COINS: \$ _____	TOTAL CURRENCY: \$ _____	TOTAL CHECKS: \$ _____	
		TOTAL DEPOSIT: \$ _____	

COUNTED BY: _____ PHONE: _____ EMAIL: _____

2ND SIGNATURE: _____ PHONE: _____ EMAIL: _____
(Required)

CREDIT CARD RECEIPTS (Do not include in above bank deposit totals)

Amt	Name	Amt	Name	Amt	Name
\$		\$		\$	
\$		\$		\$	
\$		\$		\$	
Total # Receipts:			TOTAL: \$ _____		

FOR TREASURER'S USE ONLY

Received From:	Bank Deposit		Credit Card Deposit	
Date Received: _____	Coins		# of Receipts:	
	Currency		Total Amount:	
	Checks		Deposit Date:	
	# of Checks:			
	Total Amt:			
	Deposit Date:			

Deposited By: _____
(Treasurer)

Comments: _____