



Vines High School PTSA Deposit Voucher

Instructions:
 (1) Stamp back of all checks. (2) Fill out this form. (3) Two PTA members (in addition to Treasurer) must count if cash is included. (4) Make copy of signed form for each signer.

Name of Event: _____ Date: _____

Form completed by: _____

Budget Category(s) to be credited (Please separate amounts for different categories):

Category Name	Amount	Taxable Y/N
Total		(should equal total at bottom)

Cash Received									
Bills	x	Quantity	=	Total	Coins	x	Quantity	=	Total
\$100	x	_____	=	_____	Dollar	x	_____	=	_____
\$50	x	_____	=	_____	50 Cent	x	_____	=	_____
\$20	x	_____	=	_____	Quarters	x	_____	=	_____
\$10	x	_____	=	_____	Dimes	x	_____	=	_____
\$5	x	_____	=	_____	Nickels	x	_____	=	_____
\$2	x	_____	=	_____	Pennies	x	_____	=	_____
\$1	x	_____	=	_____	Total Coins		_____	=	_____
Total Bills				_____	(A)				

Checks Received (Attach Check Log if needed for more checks)			
Name	Check #	Budget Category (Purpose)	Amount
Total from other check logs attached			
Total All Checks			_____

(Please Print)

Total Deposit (A + B + C) _____

Counter 1 Name: _____ Signature: _____

Counter 2 Name: _____ Signature: _____

Treasurer Name: _____ Signature: _____

Treasurer's Notes					
Date Deposited		Deposit#		Recorded	



Vines High School PTSA
Check Log (Attach to Deposit Voucher)

#	Name	Budget Category (Purpose)	Check #	Check Amt.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
Total of all checks (add this to Deposit Voucher)				