

# Sequiota Elementary Deposit Voucher



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

Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Form submitted by (if different than Event Chairperson): \_\_\_\_\_

**CHECKS: # of checks** \_\_\_\_\_

Total Checks \$ \_\_\_\_\_

Use reverse side of form to itemize all checks, and transfer your totals above.

**CASH**

Total Cash \$ \_\_\_\_\_

Write the sum of the Total Bills and the Total Coins in the Total Cash line above.

Type of Bill	#	Amount
\$100.00		\$ .
\$50.00		\$ .
\$20.00		\$ .
\$10.00		\$ .
\$5.00		\$ .
\$2.00		\$ .
\$1.00		\$ .
<b>TOTAL</b>		<b>\$ .</b>

Type of Coin	#	Amount
Dollar		\$ .
Half-dollar		\$ .
Quarter		\$ .
Dime		\$ .
Nickel		\$ .
Penny		\$ .
<b>TOTAL</b>		<b>\$ .</b>

**TOTAL DEPOSIT**

Total Deposit \$ \_\_\_\_\_

Write the sum of the Total Checks and the Total Cash in the Total Deposit line above.

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

- PTA regulations require that there be at least two (2) people responsible for counting money at the conclusion of each event. One must be the Chairperson of the event and the other should be a Board member if possible. The event Chairperson should retain a copy of this signed form for his/her records.
- If time permits, please write the last name of both the student and his/her homeroom teacher on checks as you receive them and make sure there is a phone # on check. This assists both the Treasurer and the event Chairperson when a follow-up is needed.
- **At no time should PTA funds be taken home by a volunteer.** Money should be counted immediately at the close of each event and placed in the PTA safe.

**TREASURER CANNOT ACCEPT A FORM THAT IS NOT COMPLETED AS INSTRUCTED ABOVE.**

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

	Last Name	Check #	Amount
1			\$ .
2			\$ .
3			\$ .
4			\$ .
5			\$ .
6			\$ .
7			\$ .
8			\$ .
9			\$ .
10			\$ .
11			\$ .
12			\$ .
13			\$ .
14			\$ .
15			\$ .
16			\$ .
17			\$ .
18			\$ .
19			\$ .
20			\$ .
21			\$ .
22			\$ .
23			\$ .
24			\$ .
25			\$ .
26			\$ .
27			\$ .
28			\$ .
29			\$ .
30			\$ .
31			\$ .
32			\$ .
33			\$ .
34			\$ .
35			\$ .
36			\$ .
37			\$ .
38			\$ .
39			\$ .
40			\$ .

	Last Name	Check #	Amount
41			\$ .
42			\$ .
43			\$ .
44			\$ .
45			\$ .
46			\$ .
47			\$ .
48			\$ .
49			\$ .
50			\$ .
51			\$ .
52			\$ .
53			\$ .
54			\$ .
55			\$ .
56			\$ .
57			\$ .
58			\$ .
59			\$ .
60			\$ .
61			\$ .
62			\$ .
63			\$ .
64			\$ .
65			\$ .
66			\$ .
67			\$ .
68			\$ .
69			\$ .
70			\$ .
71			\$ .
72			\$ .
73			\$ .
74			\$ .
75			\$ .
76			\$ .
77			\$ .
78			\$ .
79			\$ .
80			\$ .

# of checks \_\_\_\_\_

Total Checks \$ \_\_\_\_\_