

Deposit Voucher – Sawyer Woods PTA

All PTA Members handling money must fill out this form and return to Treasurer with money for deposit.
TWO PTA members must count all deposits. Thank you.

Chairperson _____ Phone # _____

Event/Committee _____ Date _____

1st Count

2nd Count

Coins	Currency	Checks	Coins	Currency	Checks
Pennies:	Ones:		Pennies:	Ones:	
Nickels:	Twos:		Nickels:	Twos:	
Dimes:	Fives:		Dimes:	Fives:	
Quarters:	Tens:		Quarters:	Tens:	
Halves:	Twenties:		Halves:	Twenties:	
Dollars:	Fifties:		Dollars:	Fifties:	
Total \$	\$	\$	Total \$	\$	\$
		# of Checks:			# of Checks:

TOTAL DEPOSIT \$ _____

1st Count by: _____ 2nd Count by: _____

Phone #: _____ Phone #: _____

For Treasurer's Use Only

Event and Date _____

Total Amount Received \$ _____ Date Received _____

Coins \$ _____ Cash \$ _____ Checks # _____ \$ _____ Receipt # _____

Deposit Date _____ Treasurer's Signature _____

Comments _____
