

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)

FOR TREASURER'S USE ONLY

| | | |
|----------------------|---------------------|--|
| Received From: _____ | Bank Deposit | |
| Date Received: _____ | Coins | |
| | Currency | |
| | Checks | |
| | # of Checks: | |
| | Total Amt: | |
| | Deposit Date: | |

Deposited By: _____

Comments: _____