Treasurer's Use Only

Date: _____

Amount: _____

Reference #: _____

School #6 PTA

Income Receipt & Deposit Voucher Form

Submitted by: _____ Date: _____

Event Amount: $_____ Starting Petty Cash: $_____

PTA Event: _____

Event Dates: _____ Event Flyer Attached: Yes/No

Coin & Cash Count Helper:

Coins			***Bills***			***Totals***	
.01 x _____	=	$	*$1 x* _____	=	$	*Coins* +	
.05 x _____	=	$	*$2 x* _____	=	$		
.10 x _____	=	$	*$5 x* _____	=	$	*Bills* +	
.25 x _____	=	$	*$10 x* _____	=	$		
.50 x _____	=	$	*$20 x* _____	=	$	*Checks* +	
$1 x _____	=	$	*$50 x* _____	=	$		
			$100 x _____	=	$	*Starter Cash* -	
Total Coins =			**Total Bills =**			*Event Total*	

# of Checks _____

_____ _____

Counted by Verified by Treasurer

Deposits are to be turned into the treasurer immediately at the close of any event, or daily if the event is 2 or more days in length. ***Incomplete forms will not be accepted.***