



Haggard Middle School PTA 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: _____

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

Category Name	Amount	Taxable Y/N
Total	<input style="width: 100%;" type="text"/>	(should equal total at bottom)

Cash Received

Bills				Coins		
Bills	Quantity	Total		Coins	Quantity	Total
\$100	x _____	= _____	(A)	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		<input style="width: 100%;" type="text"/>
Total Bills						

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			<input style="width: 100%;" type="text"/>

(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	