

Sierra Heights Elementary PTSA Deposit Voucher

*****ALL** PTSA monies must be counted by two (2) PTSA members while together***

Date: _____

Committee / Event: _____

cash

bill	count #1	count #2
\$ 100	\$ _____	\$ _____
\$ 50	\$ _____	\$ _____
\$ 20	\$ _____	\$ _____
\$ 10	\$ _____	\$ _____
\$ 5	\$ _____	\$ _____
\$ 2	\$ _____	\$ _____
\$ 1	\$ _____	\$ _____
	total cash \$ _____	total cash \$ _____

Tape Bank Deposit Slip
Here

coins – MUST be rolled whenever possible or the bank will not take them

coin

\$1.00	\$ _____	\$ _____
50¢	\$ _____	\$ _____
25¢	\$ _____	\$ _____
10¢	\$ _____	\$ _____
5¢	\$ _____	\$ _____
1¢	\$ _____	\$ _____
	total coin \$ _____	total coin \$ _____

checks

qty _____ total \$ _____ qty _____ total \$ _____

deposit total

count #1 total \$ _____ count #2 total \$ _____

Counted by:

Count #1 Signature: _____ on _____ (date)

Count #2 Signature: _____ on _____ (date)

Do not write below this line – Treasurer's Use Only

Date Received: _____ Date Deposited: _____ Deposited By: _____

Treasurer's Signature: _____ Entered in Money Minder

Sierra Heights Elementary PTSA Deposit Voucher

This form is used to report payments received from Square as well as direct deposit items such as Amazon Smile and Benevity corporation matches. Attach documentation, when available.

Deposit Date or Month: _____

Committee (if multiple, list below): _____

Individual Deposit Details

deposit date <i>(if multiple)</i>	committee	gross deposit	fees	net deposit	entered in MM
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>
_____	_____	\$ _____	\$ _____	\$ _____	<input type="checkbox"/>

Verified by:

Verification Signature #1: _____ on _____ (date)

Verification Signature #2: _____ on _____ (date)

Do not write below this line – Treasurer’s Use Only

Treasurer’s Signature: _____ All entered in Money Minder