

Deposit Voucher

Valley Oaks Elementary PTA

Treasurer Use Only

Deposit Date: _____

Deposit #: _____

If you have funds to be deposited, please fill out the information below so that I can properly record the transaction.

Date: _____ Total Amount: _____

Is this revenue on which the PTA will have to pay sales tax? If so:

Taxable Amt is: _____

Ledger Account/Line Item: _____

Ledger Account/Line Item: _____

Description: _____

Committee Chairperson: _____

(If loose coins and cash are included, please give a count of coins, \$1s, \$5s, \$10s, \$20s, \$50s, \$100s; If you have more than 20 checks, please provide spreadsheet with check name, check # and check amount and provide subtotal for every 20 checks)

\$ _____ coins

\$ _____ \$1s

\$ _____ \$5s

\$ _____ \$10s

\$ _____ \$20s

\$ _____ \$50s

\$ _____ \$100s

\$ _____ Total Cash \$ _____ Total Checks Total # of Checks _____

Do not leave deposits in PTA Treasurer Box. Call, text, or email Lyn Greenwood to arrange drop-off. lynbeckstead@gmail.com or 281-384-5879 cell