

Wells Elementary PTA – Deposit Voucher

For Deposit Only  
Wells Elementary PTA  
Acct # 3620205264

Event: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Category to be credited:**

Category: \_\_\_\_\_ \$ \_\_\_\_\_ \*Make copies  
 Category: \_\_\_\_\_ \$ \_\_\_\_\_ for each dept.,  
 Category: \_\_\_\_\_ \$ \_\_\_\_\_ place in their  
 Category: \_\_\_\_\_ \$ \_\_\_\_\_ folder.\*

**TOTAL DEPOSIT:** \$ \_\_\_\_\_

Bills	Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$2	
\$1	
<b>Total</b>	<b>\$</b> _____

Coins	Amount
Dollar	
50 cent	
Quarters	
Dimes	
Nickels	
Pennies	
<b>Total</b>	<b>\$</b> _____

TOTAL Cash \$ \_\_\_\_\_

TOTAL Checks \$ \_\_\_\_\_

**TOTAL DEPOSIT** \$ \_\_\_\_\_

(List checks on Back)

Please print clearly:

Counter 1: \_\_\_\_\_ Phone #: \_\_\_\_\_

Counter 2: \_\_\_\_\_ Phone #: \_\_\_\_\_

SIGNATURE & DATE:

Counter 1: \_\_\_\_\_ Counter 2: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Treasurer Notes:		
Date Deposited:	Deposit #	Recorded:

Wells Elementary PTA - Check Log

\*\*Please stamp all checks for deposit\*\*

#	Name	Check #	Category	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
TOTAL OF ALL CHECKS (record on front of deposit voucher)				