

Old Farmers Road School PTA

Deposit Voucher 2017-2018

To ensure proper accounting, this voucher must accompany all revenue (checks or cash) and be filled out completely.

Cash/Checks must be submitted to treasurer within one week of chairperson receiving checks or cash.

DO NOT HOLD ANY FUNDS UNTIL THE END OF THE EVENT. Please call numbers below or email to make arrangements for deposit to be received prior to event.

Deposit

Date: _____

Person Submitting Deposit: _____

Signature: _____

Event to be credited: _____

Budget Category (If different from event): _____

Cash: \$ _____

Checks: \$ _____

Total: \$ _____

Please contact the PTA Treasurer, at sjpolley2@hotmail.com to advise of deposit and to arrange for mutual pick-up location and time.

Do not write below this line

To be completed by Treasurer:

Date: _____

Signature: _____

Deposit verified _____ **Yes** _____ **No**

Date verification sent to chairperson: _____