Cordill-Mason Elementary PTA
Deposit Voucher

Date: ______________________________

Budget Category: ____

Counted by: __________________________ __________________________
(Print name) (*signature of chairperson of committee)

Phone Number: _______________________ Email: _________________________

Counted by: __________________________ __________________________
(Print name) (*signature)

Phone Number: _______________________ Email: __________________________

*Must have two signatures for deposit.

Please do not leave money in the Treasurer's mailbox – Place all funds in the locked box that is affixed to the PTA mail slots *or* contact Amanda Ramirez, asirna6185@gmail.com , 816-490-1716 to arrange transfer of funds for deposit. *Thank you.*

Currency Count:

$ Amount in coins ________

________ X 1's = _________

________ X 2's = _________

________ X 5's = _________

________ X 10's = _________

________ X 20's = _________

________ X 50's = _________

________ X 100's = _________

TOTAL CASH: ____________

Checks:

Number of Checks: ____________

(List check numbers, names and amounts on check ledger)

TOTAL CHECKS: ___________

TOTAL DEPOSIT: ____________________

(INCLUDING CASH AND CHECKS)

♦♦

🗁Treasurer Use Only

Date Received: _____________________ Date of Deposit: _________________