

**Huffman Elementary PTA
Deposit Voucher - Cash and Checks**

Committee/Event _____ Date: _____

Preparer/Chairman _____

Cash Counter #1 _____ Phone: _____

Cash Counter #2 _____ Phone: _____

**** two signatures required on all cash deposits****

	Number	Amount	Notes/Budget Category
Ones			
Fives			
Tens			
Twenties			
Fifties			
Hundreds			
List Checks individually			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			

Treasurer's Notes

Date Rec'd _____ Deposit Date _____ Deposit Amt _____

Date Verified _____ Deposit Number _____ Posted _____

Treasurer's Signature _____
 President's Signature _____