

# 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: \_\_\_\_\_

Description: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

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(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 or email to arrange drop-off.

[treasurer@valleyoakspta.com](mailto:treasurer@valleyoakspta.com)

Jenny Fett 713-826-9266 mobile