

# Romona PTA CASH Deposit Voucher

Please visit [www.romonapta.org](http://www.romonapta.org) for complete Deposit policy and instruction.

## Instructions:

1. Complete this form.
2. Submit this form, along with cash to the PTA Safe.
3. Cash deposits must be made within 2 days of collection/event and will need to be re-counted in person with the Assistant Treasurer or Treasurer, at the time of the delivery. Please allow time for this.
4. Please contact the Treasurer at [treasurer@romonapta.org](mailto:treasurer@romonapta.org) within 24 hours of placing cash in the safe to arrange to meet, collect, and recount the money.

**Committee:** \_\_\_\_\_

**Category:** \_\_\_\_\_  
(i.e. Ticket Sales, Donation, Food Sales, etc.)

**Date Submitted:** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

**Phone/email:** \_\_\_\_\_

**Was this cash collected at an event? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*If yes, please include the completed Cash Management Report, along with your sealed envelope, with this form, before depositing into the safe.*

## Income Detail/Cash:

Currency: \$ \_\_\_\_\_      Coin: \$ \_\_\_\_\_      Subtotal: \$ \_\_\_\_\_

Total Cash Deposit: \$ \_\_\_\_\_

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To be completed by the Treasurer:

(Staple deposit slip here) Treasurer: \_\_\_\_\_

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