



Romona PTA CASH Deposit Voucher

Please visit www.romonapta.org for complete Deposit policy and instruction.
Detailed questions, please call VP or Treasurer.

Treasurer's Copy _____

Committee Chair Copy _____

INSTRUCTIONS:

1. **COMPLETE** form: Count bills & coin totals. Keep categories separate as necessary.
2. **COPY** form* (Need 1 for Treasurer, 1 for Event Chair). Place in respective folder.
3. **DEPOSIT** bills & coins within 2 days, at North Shore Community Bank & Trust.*

Committee: _____

Date: _____

Event/Collection: _____

Time/Collection: # _____

Cash collected at an event? No _____ Yes* _____

***If checked YES:**

A. Two Money Collectors are mandatory.

Money Collector 1: _____ Initial: _____ Phone: _____

Money Collector 2* (VP): _____ Initial: _____ Phone: _____

B. Money Collector #2 MUST be a member of the current PTA Executive Board.

C. Money should be dropped into safe. Contact Treasurer within 24 hours for next step.

Money Collected For: (i.e. Ticket Sales, Donation, Food Sales, etc.)

✓Counted
MC1 MC2*

Category: _____ Bills: \$ _____ Coins: \$ _____

Category: _____ Bills: \$ _____ Coins: \$ _____

Category: _____ Bills: \$ _____ Coins: \$ _____

Category: _____ Bills: \$ _____ Coins: \$ _____

Total Bills: \$ _____

Total Coins: \$ _____

Total Cash Collected: \$ _____

***** **To be completed by the Treasurer** *****

(Staple deposit slip here) Treasurer: _____ Voucher #: _____ Total: \$ _____