

**HUNTING RIDGE PTA
Deposit Voucher**

Date: _____

Committee: _____

Event: _____

	Dollar Amount
Checks (A)	
Cash, including coins (B)	
Total for Deposit	

(A) Checks

Counted by: _____

Number of checks for deposit: _____

****Please attach itemized listing of checks including name, check # and amount****

(B) Cash, including coins

Per bylaws, if less than \$500 in cash is collected, it must be counted by an officer on the signature card for the bank account and a committee chair. If the amount is \$500 or more, an additional member of the executive committee must count the cash. Those counting the cash should sign below to confirm their count equaled the amount listed above.

Signature of:

PTA Officer on signature card for the bank account:

Committee Chair:

If amount is \$500 or more, Executive Committee Member 2:
