



Marion Jordan PTA Deposit Voucher

A DEPOSIT VOUCHER is included at the end of this document.

A deposit voucher system provides your PTA with a simple financial record-keeping procedure for income that is easy to follow and understand. Using a deposit voucher is a simple method of ensuring proper counting of income and providing a paper trail from counting through depositing. Just as there is an expense voucher for each check written, there should be a deposit voucher for all monies received. The audit committee will find it advantageous to have deposit vouchers to verify income.

To use the deposit voucher, two people (not the treasurer) should independently count the money received and agree on the amount. They then fill out both the top and bottom of the deposit voucher and sign both halves. The money and the deposit voucher are then taken to the treasurer, who counts the money again and signs both halves of the voucher if the amount received agrees with the amount on the voucher. The voucher is then cut in half, with one copy going to the people who counted the money to pass on to the PTA president and the other half going to the treasurer. The treasurer should then deposit the money in the PTA bank account as soon as possible (ask your bank for a night deposit envelope if necessary) and attach the deposit slip to the deposit voucher.

MARION JORDAN PTA

DEPOSIT VOUCHER

DATE _____ COMMITTEE/EVENT _____

AMOUNT OF DEPOSIT \$ _____

Coin _____ Cash _____ Checks _____

COUNTED BY _____

Print & Signature

COUNTED BY _____

Print & Signature

TRESURER SIGNATURE & DATE

(President Copy)

-----CUT HERE-----

MARION JORDAN PTA

DEPOSIT VOUCHER

DATE _____ COMMITTEE/EVENT _____

AMOUNT OF DEPOSIT \$ _____

Coin _____ Cash _____ Checks _____

COUNTED BY _____

Print & Signature

COUNTED BY _____

Print & Signature

TRESURER SIGNATURE & DATE

(Treasurer Copy)