



# Romona PTA CHECK Deposit Voucher

Treasurer's Copy \_\_\_\_\_

Committee Chair Copy \_\_\_\_\_

Please visit [www.romonapta.org](http://www.romonapta.org) for complete Deposit policy and instruction.  
Detailed questions, please call VP or Treasurer.

### INSTRUCTIONS:

1. **COMPLETE** form: Count check totals. Keep categories separate as necessary.
2. **COPY** form\* (Need 1 for Treasurer, 1 for Event Chair). Place in respective folder.
3. **PREPARE** checks: Endorse with bank stamp. Make 2 copies of checks.
4. **DEPOSIT** checks within 2 days, at North Shore Community Bank & Trust.\*

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

Date: \_\_\_\_\_

Event/Collection: \_\_\_\_\_

Time/Collection: # \_\_\_\_\_

**Checks 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.

Checks Collected For: <i>(i.e. Ticket Sales, Donation, Food Sales, etc.)</i>	✓Counted MC1 MC2*
Category: _____ Checks: \$ _____	_____
Category: _____ Checks: \$ _____	_____
Category: _____ Checks: \$ _____	_____
Category: _____ Checks: \$ _____	_____
<b>Total Checks Collected: \$ _____</b>	

List check detail below, or attach spreadsheet with information.

Check Name:	Number:	Amount:	Check Name:	Number:	Amount:
1. _____	_____	\$ _____	6. _____	_____	\$ _____
2. _____	_____	\$ _____	7. _____	_____	\$ _____
3. _____	_____	\$ _____	8. _____	_____	\$ _____
4. _____	_____	\$ _____	9. _____	_____	\$ _____
5. _____	_____	\$ _____	10. _____	_____	\$ _____

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

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