

# Income/Revenue Voucher

## Swigert PTA

Total Amount of Deposit (Cash plus Checks) \$ \_\_\_\_\_

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

Committee/Event \_\_\_\_\_

Revenue submitted by: Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Phone number \_\_\_\_\_

Description of Deposit:

\_\_\_\_\_

\_\_\_\_\_

**Deposit Process:** Complete Income/Revenue Voucher. **Please notify Treasurer of deposit:** Carrie Schmeltekopf at [treasurer@swigertpta.com](mailto:treasurer@swigertpta.com) Then place checks, cash and voucher in the *red* folder labeled "Income" in the PTA Treasurer box in the school office.

\*\*\*\*\*

<b>Cash</b>	_____	x \$ 1.00 =	_____		_____	x \$20.00=	_____
	_____	x \$ 5.00 =	_____		_____	x \$50.00=	_____
	_____	x \$10.00=	_____		_____	x \$100.00=	_____
	Change _____						

**Total Cash** \$ \_\_\_\_\_

\*\*\*\*\*

**Checks**

Check #	Amt	Check #	Amt	Check#	Amt
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____
____/____	_____	____/____	_____	____/____	_____

**Total Checks** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

\*\*\*\*\*

Treasurer's use:  
 Date deposited \_\_\_\_\_ Account \_\_\_\_\_ Committee \_\_\_\_\_

