REVENUE VOUCHER
Encinal School PTO
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PTO Use Only	
EN	
RB	
DT	
CA	

Date: _____

Committee or Classroom: _____

Description of Deposit: _____

_____

Cash
Cash deposits must be counted on site post-event with 2 committee members AND with the Financial Secretary upon transfer.

Total Coins $ _____
_____ x 1 $ 0
_____ x 2 $ 0
_____ x 5 $ 0
_____ x 10 $ 0
_____ x 20 $ 0
_____ x 50 $ 0
_____ x 100 $ 0

Cash Verification	
Committee Member	
Comm./Board Member	
Financial Secretary	

Total Cash $ 0

Checks
Max 30 checks per deposit. You may attach a separate list of checks instead of filling in below.

Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____
Check# _____	$ _____	Check# _____	$ _____	Check# _____	$ _____

Total Checks $ 0

Total Deposit $ 0

Name: _____

Phone: _____ Email: _____

Signature: _____

Complete form, print, sign, and drop with checks/cash in the lockbox in the Office Lobby or with the Financial Secretary.
Please keep your own records of individuals' payments.