Cliffside Park HIGH SCHOOL PTSO

Treasurer's Use Only

Date: _____

Amount: _____

Reference #: _____

CPHS PTSO

Income Receipt & Deposit Voucher Form

Submitted by: _____ Date: _____

Event Amount: $_____ Starting Petty Cash: $_____

PTA Event: _____

Event Dates: _____ Event Flyer Attached: Yes/No

Coin & Cash Count Helper:

Coins		***Bills***		***Totals***	
.01 x _____ =	$	*$1 x* _____ =	*$*	*Coins*	+
.05 x _____ =	$	*$2 x* _____ =	*$*		
.10 x _____ =	$	*$5 x* _____ =	*$*	*Bills*	+
.25 x _____ =	$	*$10 x* _____ =	*$*		
.50 x _____ =	$	*$20 x* _____ =	*$*	*Checks*	+
$1 x _____ =	$	*$50 x* _____ =	*$*		
		$100 x _____ =	*$*	*Starter Cash*	-
Total Coins =		**Total Bills =**		*Event Total*	

# of Checks _____

_____ _____ _____

Counted by Verified by Treasurer

Deposits are to be turned into the treasurer immediately at the close of any event, or daily if the event is 2 or more days in length. ***Incomplete forms will not be accepted.***