

# DEPOSIT VOUCHER



BUDGET LINE(S): \_\_\_\_\_

*If you have to split between budget lines, note how to split the deposit in the notes/remarks section at the bottom, or on the reverse.*

DATE: \_\_\_\_\_

**PERSONS COUNTING MONEY:**

\_\_\_\_\_

(at least TWO PEOPLE are required to count money if cash is involved)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____	x	\$50.00	=	\$ _____
_____	x	\$20.00	=	\$ _____
_____	x	\$10.00	=	\$ _____
_____	x	\$5.00	=	\$ _____
_____	x	\$2.00	=	\$ _____
_____	x	\$1.00	=	\$ _____
Total All Coins*			=	\$ _____
Total All Checks (# of checks _____)			=	\$ _____
<b>TOTAL</b>				\$ _____ **

Treasurer's Verification \$ \_\_\_\_\_ \*\*

Treasurer's Signature \_\_\_\_\_

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ \_\_\_\_\_

Date Verified: \_\_\_\_\_ Date Deposited: \_\_\_\_\_

Notes/Remarks \_\_\_\_\_

\_\_\_\_\_

TOTAL ALL COINS			
_____ Dollars	x	1.00 =	\$ _____
_____ Halves	x	0.50 =	\$ _____
_____ Quarters	x	0.25 =	\$ _____
_____ Dimes	x	0.10 =	\$ _____
_____ Nickels	x	0.05 =	\$ _____
_____ Pennies	x	0.01 =	\$ _____
*TOTAL ALL COINS			\$ _____