**Fairview PTO**

**Deposit Voucher**

Use this form if you **collected any cash or checks on behalf of the PTO**. Any money that is collected needs to be deposited into our account and then the treasurer will make payments for any expenses.

**Instructions:**

* Attach all receipts/order forms. Multiple items for the same event or committee can be totaled and attached to one voucher.
* Please double-count all cash and checks and then verify with the treasurer.
* The committee chair is responsible for verifying that transactions are correct in the treasurer’s report and that the committee stayed within budget.
* Please submit this form after collecting over $10. We strive to deposit money and checks very promptly.

**Your name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please select your committee from the list:**

|  |  |  |
| --- | --- | --- |
|  5th Grade Activities |  5th Grade Musical  |  Back-to-School Picnic |
|  Birthday Books |  Boo Bash |  Coolest School |
|  Dine and Share |  Fairview Cares |  Fairview Folders |
|  Fall Fundraiser |  Family Hoops Night |  Field Day |
|  Field Trip |  Gifts to Faculty |  Helping Hands |
|  Insurance |  Leaping into Literature |  Math Night |
|  Nurse Fund |  Office/Mailing Expenses |  School Supply Packs |
|  School Spiritwear |  Science Fair |  Special Lunch |
|  Spring Flower Sale |  Student Arts &Enrichment |  Teacher Appreciation |
|  OTHER (Please explain)  |  |  |

**How did you collect payments?**

|  |  |  |
| --- | --- | --- |
|  Cash |  Checks  |  Both Cash & Checks |

**Total Collected:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Counted by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**