

New Monmouth School PTA Deposit Voucher 2019-2020

To ensure proper accounting, this voucher must accompany all revenue (checks or cash) and be filled out completely.

Cash/Checks must be submitted to treasurer within one week of chairperson receiving checks or cash. **DO NOT HOLD ANY FUNDS UNTIL THE END OF THE EVENT.** Please call or text numbers below or email to make arrangements for deposit to be received prior to event.

DEPOSIT

Date: _____

Person submitting deposit: _____

Signature: _____

Event to be credited: _____

Budget Category (if different from event): _____

Cash: \$ _____

Checks: \$ _____

Total: \$ _____

Return to Treasurer: **Joanne Curcio**
 14 Morgan Road, Middletown, NJ 07748
 732-495-6366 (home) 201-341-8624 (cell)
 missy594@yahoo.com

Do not write below this line:

Treasurer completes

Date: _____

Signature: _____

Deposit verified: Yes: _____ Deposit #: _____

Date entered into system: _____