

To Be Filled Out
By Treasurer

Date: _____

Amount: _____

**James W. Alexander PTA
Income Receipt and Deposit Voucher Form**

Submitted By: _____

Date: _____

Total Amount: \$ _____

PTA Committee: _____

Line Item Code: _____

Description of Source
of Income: _____

Cash: \$ _____

***Please provide committee ledger form along
with this document, detailing: Check #, amount,
and name***

Checks: \$ _____

Credit Cards: \$ _____

Counted by: 1. _____

2. _____

Treasurer: _____

Deposits should be submitted to the treasurer immediately at the close of the event.
Monies should not be brought home.
Incomplete Forms will not be accepted