**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**