

Instructions for Cash Receipts Voucher

- ~ This voucher should be used when submitting funds collected through PTA activities to the Treasure for deposit to the T.M.S. PTA bank account.
- ~ Please ensure all information is completed as requested.
- ~ A journal/log book should be maintained by **each** Chair of the committee collecting the funds. The log can be a simple notebook. Each time a voucher is submitted to the Treasurer, an entry should be created in the log book.

Sample logbook entry:

School Store Sales Journal					
<u>Date</u>	<u>Total Deposit</u>	<u>Source</u>	<u>Voucher Preparer</u>	<u>Delivered to Treasurer by:</u>	<u>Date given to Treasurer</u>
7-May-08	\$ 300.00	School Store Sales	Sandy Smith/Karen Nimms	Coco Parker	10-May-08
9-May-08	\$ 225.00	Tee Shirt Sales	Sandy Smith/Coco Parker	Coco Parker	10-May-08

The journal/log book entry should be made **prior** to delivery of the voucher to the Treasurer.

- ~ Two individuals should witness the counting of the funds and the sealing of those funds in an envelope. Both individuals should then sign the voucher and initial the envelope.
- ~ When collecting funds for PTA memberships dues, contributions, and directories, additional information must be collected from the membership forms and submitted via soft copy. Please contact the Treasurer for these requirements.