

LAKE POINTE ELEMENTARY PTO
CASH VOUCHER - VOLUNTEERS

Directions:

Use this form if you are turning in money to be deposited in the Lake Pointe Elementary PTO account.

Date:

mm/dd/yy

Identification:

Name

Address

Telephone

***Source of Money**

*Please state which line item of the PTO budget the source of money should be applied to (i.e., Passbook sales, T-shirt sales, School supplies, etc.) If the money is from multiple sources, indicate amounts from each source.

Calculations:

Check Total

Currency Total

Coin Total

Total (\$)

Accuracy:

Signature 1

Signature 2

Total \$ count must be verified by 2 separate people