

LHSBPA DEPOSIT VOUCHER

Vouchers (Disbursement and Deposit) provide LHSBPA with a simple financial record keeping system. Vouchers attest that a deposit or disbursement has been made indicating by whom or to whom. It protects both the committee chairman and the treasurer.

- Deposit Vouchers required for each deposit
- Deposits with more than one check require an adding tape or an excel listing. Keep a copy of names, check numbers and Payment amounts for your record. (attach and also send electronically if possible to the treasurer)
- Completed form should be provided to the treasurer in a timely manner.
- Vouchers available at www.lemontband.org

Date:	
Voucher Issued by: Person giving \$ to treasurer	
Committee/Budget Line Item/Activity: One per form (Cookie Dough, Scrips, MMF)	
NOTES:	

	BREAKDOWN OF DEPOSIT	Issuers Initials	Treas. Initials
COIN	\$		
CASH	\$		
CHECK (S) How Many? _____ If >1 attach list	\$		
DEPOSIT TOTAL	\$		

Counted by Issuer (your name)

Signature _____ Date _____

AND

Counted by Treasurer

Signature _____ Date _____