

WB/GG PTA Deposit Voucher

Date: _____

Type of Deposit: (ex: dues, book fair, spirit wear, etc.)

Deposit Detail:

Total \$ amount in Coins: _____

Total \$ amount in Cash: _____

Total \$ amount of Checks: _____

Number of Checks: _____

Grand Total of Deposit: _____

Please include a detailed spreadsheet of all checks listed individually with checks totaled & remove all staples from checks.

Signature

Phone Number

Please drop off all deposits in a sealed envelope to the PTA mailbox at either Westbrook or Glen Grove School office.

Mark the envelope - ATTN: Katie Bauer – PTA Treasurer

Any questions call Katie at 847-729-0389 or bauer1973@comcast.net

Or Linda Finkel (Asst. Treasurer) 847-729-3567 or linda.finkel@att.net