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**Ben Franklin PTA**  
***Debit Card Payment Record***

Payment made to:

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Date of Payment: \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Committee to which payment should be charged:

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Signature of person making purchase:

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\*Remember to attach receipts, invoices, or other records.

For Treasurer's use:

Date posted to account: \_\_\_\_\_

Date reconciled to bank statement: \_\_\_\_\_

**Ben Franklin PTA**  
***Request For Payment Voucher***

Make check payable to:

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Should this check be mailed?    Yes    No  
If Yes, to what address?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Request: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Category / Committee to which the payment should be charged:

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Signature of person making request:

\_\_\_\_\_

Remember to attach receipts, invoices or other descriptions.

For Treasurers use only

Date Check Issued: \_\_\_\_\_ Check # \_\_\_\_\_

**Itemized Receipt Form**  
(To be used when giving funds to Treasurer)

Event \_\_\_\_\_ Date \_\_\_\_\_

Chairman \_\_\_\_\_ Phone No. \_\_\_\_\_

Person completing form \_\_\_\_\_ Phone No. \_\_\_\_\_

(Please make sure that there are always 2 people counting money to protect the reliability of the count)

Total of checks (attach a tape/written account) \$ \_\_\_\_\_

Bills	#	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>Total</b>		

Total Bills \$ \_\_\_\_\_

Coins	#	Amount
Dollar		
50 Cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>Total</b>		

Total Coins \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Total Deposit \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

(When turning in a deposit, please allow time for another count of the total deposit so a receipt can be given to the person turning in the deposit)