



PFC Income Voucher

Completion Instructions:

1. The Treasurer cannot receive money that is not accompanied by this form, completed in its entirety.
2. Make sure all checks are made to Jordan Creek PFC or JC PFC.
3. Remove all staples from checks.
4. Fill out voucher form.
5. If time permits, please write the last name of both the student and his/her teacher on checks as you receive them. This assists both the Treasurer and the Chairperson when a follow-up is needed.
6. Copy Income Voucher. Give copy to committee chair listed on voucher.
7. Place voucher, attachments and funds in an envelope with PFC Treasurer written on front. Deliver to PFC Treasurer or JC Admins.

Committee/Event: _____ Date: _____

Committee Chair: _____ Phone: _____

Form submitted by (if different than Committee Chair): _____

Funds Recap:

Total # of Checks: _____ Check Total: \$ _____

+

Cash Total: \$ _____

Total Amount Submitted =: \$ _____

(Write the sum of the Check Total and the Cash Total in the Total Amount Submitted line above.)

Counter's Signature: _____ Date: _____

PFC Treasurer Use Only:

Date Received: _____ Verified By: _____

Date Deposit: _____