

# income voucher



Please submit this form with cash and/or checks. All checks should be detailed using separate **PFO Check Record** form. Do not mail cash.

Event	Submit To
Date of Income:	Renate Chu, PFO Treasurer
Event/Activity:	Tel: 5520-7927
Submitted By:	Email: pfo.treasurer@hkis.edu.hk

## Cash Count

Denomination	Quantity	Value
\$1,000		
\$500		
\$100		
\$50		
\$20		
\$10 (notes)		
\$10 (coins)		
\$5		
\$2		
\$1		
\$0.50		
\$0.20		
\$0.10		
	Total Cash:	
	Total Checks (from Check Record):	
	<b>Total Amount:</b>	

## Treasurer Use

Date Deposited:	Account:	Amount:
Date Deposited:	Account:	Amount: