

DEPOSIT TOTE SHEET

Receipt # from office

Date

Sponsor

School Fund Acct #

Activity/Fundraiser

1. The school fund account number and the name of student should be noted on each check.
This will allow any NSF checks or questions to be directed to that school fund account.
2. Copies of all checks must be attached to deposit tote sheet.
3. A complete 2nd set of deposit tote sheet, checks and receipt should be kept by the sponsor.
4. It's preferable that the office re-counts money at the time a receipt is issued. If not possible and a discrepancy is discovered a corrected Deposit Tote Sheet will be reviewed with the sponsor.

Bills	<u>Number</u>	=	<u>Amount</u>	Coins	<u>Number</u>	=	<u>Amount</u>
\$100	_____	=	\$ _____	1.00	_____	=	\$ _____
\$50	_____	=	\$ _____	.50	_____	=	\$ _____
\$20	_____	=	\$ _____	.25	_____	=	\$ _____
\$10	_____	=	\$ _____	.10	_____	=	\$ _____
\$5	_____	=	\$ _____	.05	_____	=	\$ _____
\$1	_____	=	\$ _____	.01	_____	=	\$ _____
Total Currency			\$ _____	Total Coins			\$ _____

Total Cash \$ _____

<u>Check Amount</u>	<u>Check Amount</u>	<u>Check Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Checks \$ _____

TOTAL DEPOSIT AMOUNT \$ _____

Sponsors Signature

Date

1st Deposit Counter

Date

2nd Deposit Counter

Date