



DEPOSIT FORM

This form should be submitted along with the ***“payments by student & payment type” form.***
 The chairperson of the event is responsible for the money until the deposit form and deposit are given to the treasurer.

Name: _____ Date: _____

Event: _____

Contact the Treasurer **before** the event to arrange for the deposit. All moneys must be deposited as soon as possible after the event. Fill out the appropriate areas of the form and sign.

CASH:

	X	100	
	X	50	
	X	20	
	X	10	
	X	5	
	X	1	

Total Currency: _____

COIN:

	X	\$.25		Quarters
	X	\$.10		Dimes
	X	\$.05		Nickels
	X	\$.01		Pennies

Total Coin: _____

CHECKS:

Number of Checks	Total Check Amount

DEPOSIT TOTAL: _____

Initial Cash Box Funds in the amount of \$_____ are included in the above totals.

Event Chair Signature/Date _____

Treasurer Signature/Date: _____

Board Signature/Date _____