

**Saint Paul Public Schools
Receipts to Deposit**

INSTRUCTIONS

- Deposit money DAILY, per District policy
- Complete this form; Make a copy for your records
- Insert this completed form with money into the clear CASH TRANSMITTAL BAG (provided)
- Mark the outside of the bag as follows:
 - REGISTER # = School Name
 - DATE = Today's Date
 - CASHIER = Your Name
 - Total = Total Amount of Funds enclosed in bag
- Drop into safe in the office

DATE: _____ School Name: _____ Account Name: _____

						BUSINESS OFFICE USE ONLY – TO RECONCILE			
Account #	Reason for Receiving Funds	Currency	Coin	Checks	Total	Currency	Coin	Checks	Total

Enter Total Currency

CROSS CHECK CURRENCY (Denomination Multiplied by Quantity = Total)								
Denomination	\$1s	\$2s	\$5s	\$10s	\$20s	\$50s	\$100s	Enter Total Currency
Quantity								
Total								

Reconciling Notes:

Completed By: _____ Phone Number: _____

Reconciled by	
Reconciled on	
Deposit Bag #	