

# RECEIPTS TO DEPOSIT FORM

School \_\_\_\_\_

Instructions:

- Please deposit money daily, as per District policy.
- Please place a completed "Receipts to Deposit Form" in a Money Bag with the money and seal. Use a separate form and bag for each Intraschool Activity/Student Club Account Name.
- Please drop all deposits in the Main Office drop box/safe.
- Please make a copy of your Receipts to Deposit Form and retain.

Intraschool Activity/Student Club Account Name \_\_\_\_\_

Staff Submitting Deposit \_\_\_\_\_ Phone \_\_\_\_\_  
Staff Name Contact Number

Purpose of Deposit (ex: field trip admissions, fundraiser, participation fees, gate receipts...)

	Purpose	Currency	Coin	Checks	Total
Ex	<i>Fundraiser-Candy sold for band trip</i>	<i>450.00</i>	<i>57.75</i>	<i>76.25</i>	<i>584.00</i>
1					
2					
3					
4					
5					
6					
7					

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**To be completed by person preparing deposit for the bank:**

Account # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount of deposit \_\_\_\_\_