



FUNDS DEPOSIT FORM

DATE: _____

EVENT: _____

FORM INSTRUCTIONS:

- 1 Clearly list the date and event
- 2 Ensure there are 2 unique people to count the money and sign the form.
- 3 Count the money collected.
- 4 Fill in the amount of coins, currency and checks (including check amounts).
- 5 Stamp the back of each check with deposit stamp.
- 6 Attach a calculator tape with the check amounts to the form.
- 7 Photocopy the checks for verification.
- 8 Photocopy this completed form and leave in Funds Deposit file.
- 9 Deliver the money, calculator tape, and form to Mrs. Gray to secure in safe.

COINS:

Pennies _____
 Nickels _____
 Dimes _____
 Quarters _____
 Half Dollars _____
 Dollars _____

TOTAL: _____

CURRENCY:

\$1.00 _____
 \$2.00 _____
 \$5.00 _____
 \$10.00 _____
 \$20.00 _____
 \$50.00 _____
 \$100.00 _____

TOTAL: _____

CHECKS:

TOTAL: _____

GRAND TOTAL: _____

COUNTED BY:

SIGNATURE

SIGNATURE