

MANCOS SCHOOL DISTRICT DEPOSIT FORM

This form must accompany every classroom/fundraising deposit turned into the Central Office. All coins must be rolled to the extent possible. All bills should be turned in the same direction. Two people should count all moneys to be sure this form is correct when handed in at the Central Office.

Classroom/Organization: _____

Counted by: _____

Description: _____

Verified by: _____

Date: _____

CASH	
Pennies	
Nickels	
Dimes	
Quarters	
Halves	
Ones	
Fives	
Tens	
Twentys	
Other	
TOTAL CASH:	

TOTAL DEPOSIT:	
TOTAL CASH:	
TOTAL CHECKS:	
TOTAL DEPOSIT	

CHECKS			
	Last Name	Check #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
TOTAL CHECKS:			

SIGNATURE (Counted by): _____

SIGNATURE (Verified by): _____

Accepted for Deposit by: _____

Date Accepted: _____