

Deposit Information

BRANHAM HIGH SCHOOL DEPOSIT SLIP

Deposit being made by: _____

Income source: _____

If the source is an approved fundraiser, what is the FR #? _____
(Refer to your approved copy of the fundraiser request form)

Name of ticket seller or person who first counted the deposit:

Account Name: _____

Account Number:

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Date deposit turned in: ____ / ____ / ____

Deposit handed to: Rich Alipaz Barbara Nishiguchi Matt Zehner

Bills

100.00 x _____ = _____

50.00 x _____ = _____

20.00 x _____ = _____

10.00 x _____ = _____

5.00 x _____ = _____

1.00 x _____ = _____

Coins

1.00 x _____ = _____

0.50 x _____ = _____

0.25 x _____ = _____

0.10 x _____ = _____

0.05 x _____ = _____

0.01 x _____ = _____

Total Bills

Total Coins

Total Checks

Grand Total of Deposit

Office Use Only

Administrative verification by _____ Date _____

Administrative signature _____

Banker Initials _____ Date of bank deposit ____ / ____ / ____

INSTRUCTIONS: Use this form whenever making a deposit. Make sure to fill out the form completely and carefully. Bring completed deposit slip with money already counted to the office of the Activities Director or the Principal's Secretary. There are envelopes you can use to place deposits in right out side the Activities Director's office in the hanging file. Have one of us verify the deposit in your presence and make a photocopy of your deposit slip for you to walk away with. DO NOT leave money in the Activities Director's box.