DEPOSIT FORM

EVENT/BUDGET ITEM:

SUBMITTED BY:

DATE SUBMITTED:

Phone #

COUNTED BY: 1)

2)

NUMBER	X	TOTAL
	$100	
	$50	
	$20	
	$10	
	$5	
	$2	
	$1	
Rolls	$10 ($.25)	
Loose	$0.25	
Rolls	$5 ($.10)	
Loose	$0.10	
Rolls	$2 ($.05)	
Loose	$0.05	
Rolls	$.50 ($.01)	
Loose	$0.01	
	CASH TOTAL	
	CHECKS **	
	CHECKS**	
	CHECKS**	
	CHECKS**	
	CHECKS**	
	TOTAL	

1) Count all currency and coin before submitting to treasurer

2) Please roll coins

3) Example:
5 X $5 = $25
22 X $1 = $22 (for dollar BILLS)
2 roll X $1.00 = $50 (for dollar COINS)
2 roll X $.10 = $10
13 loose X $.01 = $.13
Cash Total** = $107.13
14 checks – Checks** - $250.00
TOTAL = $357.13

4) Count the checks in groups of 30, and write the number of checks on the box to the left of "CHECKS**"

** Please Include TWO (2) Tapes EACH WITH SEPARATE TOTALS FOR CASH, CHECKS, AND THE TOTAL (ONE TAPE BY EACH PERSON COUNTING, so 6 tapes altogether). Each tape MUST be initialed and dated. THANK YOU!,