

Home and School DEPOSIT FORM

STEP 1: Source of Deposit

Date: _____

Committee to be Credited _____

Brief Description of Activity _____

Preparer's Name _____

STEP 2: Summary of Deposit

COIN AND CURRENCY				CHECKS	
Currency	Count	Amount	Total	<i>For 15 or fewer checks, list here.</i>	
\$1's				Check Information	Amount
\$2's					
\$5's					
\$10's					
\$20's					
\$50's					
\$100's					
(A) Currency Subtotal			\$		
Coin	Count	Amount			
\$0.01's					
\$0.05's					
\$0.10's					
\$0.25's					
\$0.50's					
\$1.00's					
(B) Coin Subtotal			\$		
(C) Checks			\$	← Check Total	\$
Total Deposit (A+B+C)			\$	-OR-	↑
				Total # of checks:	Check Total
				\$	\$

STEP 3: Deposit Verification *(If deposit contains cash, two volunteers must verify and sign.)*

Deposit verified by (preparer signature) _____

Second verification by (name/signature) _____

STEP 4: Deposit Submission

1. For checks, be sure checks are signed, made payable to Home & School, endorsed, & staples removed.
2. **Committee Head:** Retain last copy of this form for your records.
3. **Committee Head:** Forward remaining two copies of this form to Treasurer along with deposit.
4. **Treasurer:** Verify totals, note any discrepancies, sign form & complete deposit at the bank.
5. **Treasurer:** Forward yellow copy of this form to President.

Treasurer's verification

Deposit Authorization (For Treasurer only) _____