

Deerlake Middle School

Deposit Notice

Your Name _____ Signature _____

Witness _____ Signature _____

Date Counted _____ Date Deposited _____

Project/Account (School Store, 8th Grade Graduation, etc.) _____

Total Amount of Deposit \$ _____

Specific description of source (ex. Candy, balloons, ticket sales, etc.) _____

Complete the following information for your deposit. Keep a copy for your records.

<u>Cash</u>	<u>Change</u>	<u>Checks</u>
\$20 x _____ = _____		(List all checks on back)
\$10 x _____ = _____		
\$5 x _____ = _____		
\$1 x _____ = _____		
Total Cash \$ _____	Total Change \$ _____	Number of Checks _____
		Total Checks \$ _____

For Treasurer's Use only

Account _____ Dated _____ Logged _____

Please list all checks below (make sure all checks are stamped for deposit)

<u>Last Name</u>	<u>Check #</u>	<u>Amount</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
		Total\$