

**Bow High School
Student Activities Account**

Deposit Slip

Steps for making a Deposit:

- 1) Separate coins, currency and checks. Count each separately.
- 2) Currency must be counted and banded. One-dollar bills must be banded in-groups of twenty-five dollars. All other denominations must be banded in-groups of one hundred dollars.
- 3) Checks should be listed separately by amounts. You can use the back of the form if there are more checks.
- 4) After you have counted coins, currency and checks complete the form below.
- 5) Make sure Treasurer and Advisor signatures are on this form.
- 6) Make sure cash deposits are handed to me.

ONE DEPOSIT PER EVENT

Account deposit is to be credited to: _____

Source of the deposit: _____

Date Money Received: _____

Checks	Currency	Coins
_____ @ _____ = _____	_____ @ \$100.= _____	_____ @ \$1.00 = _____
_____ @ _____ = _____	_____ @ \$50.= _____	_____ @ \$.50 = _____
_____ @ _____ = _____	_____ @ \$20 = _____	_____ @ \$.25 = _____
_____ @ _____ = _____	_____ @ \$10 = _____	_____ @ \$.10 = _____
_____ @ _____ = _____	_____ @ \$5 = _____	_____ @ \$.05 = _____
_____ @ _____ = _____	_____ @ \$1 = _____	_____ @ \$.01 = _____
_____	_____	_____
Total Checks	Total Currency	Total Coins

TOTAL AMOUNT TO BE DEPOSITED: _____

PLEASE MAKE A COPY FOR YOUR OWN RECORDS

Treasurer's Signature

Teacher/ Advisor's Signature