

Ronald Reagan Home & School Association Inc. Deposit Form

Instructions

1. Two people are needed to verify the amount being submitted for deposit.
2. Separate cash by denomination and checks accordingly. Both people should verify the amounts/ denominations.
3. Fill in itemized amount(s) on form. List cash by denominations and list checks separately or attach an adding machine tape.
4. Both persons verifying deposit must sign the form.
5. Place deposit form, cash and checks, in cash envelope provided.
6. Drop into Treasurer's slot in RRHSA Inc. Collections cabinet (located in the Commons.)

Event Name: _____

Date: _____

Beginning Cash Box Denominations

Ending Cash Box Denominations

	20's
	10's
	5's
	1's
	Q's
	D's
	N's
	P's

	20's
	10's
	5's
	1's
	Q's
	D's
	N's
	P's

TOTAL _____

TOTAL _____

Total Cash Received \$ _____ -

Plus

Total Checks Received** \$ _____ -

Plus

Total Credit Slips Received \$ _____ -

Number of Checks _____

Number of Credit Slips _____

Subtotal \$ _____ -

Less Beginning Bal. _____

Total For Deposit

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

***See Page 2 to add checks*

For Treasurers Use Only

Date Received _____ Deposit Dat _____

Account Credited: _____

Notes: _____

Check Totals: List checks separately or attach adding machine tape.

Count:	Name:	Amount:
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Count:	Name:	Amount:
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100		

Subtotal 1 \$ _____ -

Continue in Next Column

Subtotal 2 \$ _____ -

TOTAL \$ _____ -