

Park Spanish Immersion Parent Teacher Organization (PSI Parents)

Deposit Form

Activity/Event:	Date:
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Instructions:

- Organize cash by denomination - use rubber bands for each type of bill and ziplock bags for each type of coin.
- Complete this form, put it in an envelope with the cash and checks, seal the envelope and leave it with school office staff as soon as possible following the event.

CASH:				CHECKS:¹			
# of bills		Denomination	Total	# of checks		Check Amount	Total
	X	100's			X		
	X	50's			X		
	X	20's			X		
	X	10's			X		
	X	5's			X		
	X	1's			X		
					X		
# of coins		Denomination	Total		X		
	X	0.25			X		
	X	0.10			X		
	X	0.05			X		
	X	0.01			X		

Currency Total		Total # of Checks	
Coin Total		Check Total	
DEPOSIT TOTAL			

Prepared By (Print name and Sign):

(1)	(2)
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Treasurer's Use: Logged: Notes:

¹ May attach adding machine tape or spreadsheet here for large # of checks.