

St. Francis High School

Deposit Sheet

Date: _____

Name: _____

Account code: _____

Project code: _____

Event / Club / Organization: _____

CASH		
Denomination	Quantity	Amount (\$)
\$.01		
\$.05		
\$.10		
\$.25		
\$.50		
\$1 (coin)		
\$1 (bill)		
\$ 5		
\$10		
\$20		
\$50		
\$100		
<i>Total Cash</i>		

CHECKS	
<i>Quantity</i>	
<i>Total Checks</i>	
<i>Total Deposit</i>	

Deposit Procedures:

1. **Count** cash by denomination and record amounts to deposit.
2. **Add** checks by running a tape or excel spreadsheet that shows individual check dollar amounts.
3. **Endorse** all checks with bank stamp. Endorsement stamps are located in the finance office as well as with The Director of Student Activities and the front office.
4. **Photocopy** all checks onto 8 ½ x 11 sheets. (If there are many checks you may want to use automatic reduction on the copier. You can easily copy 12 checks onto a single 8 ½ x 11 sheet.)
5. **Attach** tape/spreadsheet and photo copies to this form. Place in an envelope.
6. **Secure** large cash amount in the safe in the finance department even if not counted yet, not in your desk.
7. **Submit** to finance department for bank deposit.

Thank you!