

HCMS Cougar Club Deposit Slip 2013-14

Source of Funds : _____

Prepared BY : _____ and _____

Prepared By - Signature

Phone #

Date

Prepared By - Signature

Phone #

Date

Step 1: Take out the change that needs to be kept in the cash box and enter that amount.
(Normally - \$25 for Concessions / \$75 for school store)

Step 2: Fill in the cash count chart below with the total cash to be deposited

Step 3: Add up all checks to be deposited and enter below

Step 4: Leave this signed form and Cash/Checks with Shellie Foster in school office (to be kept in the safe) and notify Diane Lee, Treasurer, dalee@austin.rr.com and Sylvie Moulin Slimi, Treasurer-elect at sylviemoulinlimi@yahoo.com.

Step 1: Amount of change kept for cash box - today:

\$

Step 2: CASH COUNT:

	X	\$ 100.00	=	
	X	\$ 50.00		
	X	\$ 20.00		
	X	\$ 10.00		
	X	\$ 5.00		
	X	\$ 2.00		
	X	\$ 1.00	bill	
	X	\$ 1.00	coin	
	X	\$ 0.50		
	X	\$ 0.25		
	X	\$ 0.10		
	X	\$ 0.05		
	X	\$ 0.01		
	X	other		

CASH DEPOSIT

\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$
\$

TOTAL CASH

Step 3:

of CHECKS

\$

TOTAL AMOUNT TO BE DEPOSITED

\$

(cash + checks)