

Leigh High Home and School Club Deposit Form

Instructions:

1. Complete this form for all LHS Home & School Club deposits. Deposits that include cash must be counted and the form signed by two people.
2. Submit all cash deposits within 2 days of collection and all check deposits within 10 days of collection.
3. Place the completed form and deposit in a sealed envelope or locked cash box and contact the HSC treasurer at treasurer@leighhsc.org when deposit is ready to be picked up.

EVENT:
DATE:
Submitted by:
Description:

Deposit Detail - Cash:

Type of Bill	#	Amount
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
TOTAL of Bills: \$		

Type of Coin	#	Amount
Dollar coin (\$1)		\$
Half-Dollar (\$0.50)		\$
Quarter (\$0.25)		\$
Dime (\$0.10)		\$
Nickel (\$0.05)		\$
Penny (\$0.01)		\$
TOTAL of Coins: \$		

TOTAL CASH (Sum of the Total Bills and the Total Coins): \$ _____

Deposit Detail - Checks: (Please list below or attach a spreadsheet listing the Last Name, Check # and Amount to this form)

	Last Name	Check #	Amount
1			\$
2			\$
3			\$
4			\$
5			\$

	Last Name	Check #	Amount
6			
7			
8			
9			
10			

TOTAL CHECKS (from list above or attached spreadsheet): \$ _____

GRAND TOTAL DEPOSIT (Sum of the Total Cash and Total Checks)	
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Counter's Name _____ Signature: _____ Date: _____

Counter's Name _____ Signature: _____ Date: _____

Treasurer's Name _____ Signature: _____ Date: _____

