

# Runge Independent School District

## Deposit Report:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Activity Code: \_\_\_\_\_

Organization: \_\_\_\_\_

					Last Name	Check Amount
Quantity	Denomination	Total Amount		1	_____	_____
_____ X	\$1 (Coin)	_____		2	_____	_____
_____ X	\$0.25	_____		3	_____	_____
_____ X	\$0.10	_____		4	_____	_____
_____ X	\$0.05	_____		5	_____	_____
_____ X	\$0.01	_____		6	_____	_____
Total Coin Amount:			_____	7	_____	_____
				8	_____	_____
				9	_____	_____
Quantity	Denomination	Total Amount:		10	_____	_____
_____ X	\$100.00	_____		11	_____	_____
_____ X	\$50.00	_____		12	_____	_____
_____ X	\$20.00	_____		13	_____	_____
_____ X	\$10.00	_____		14	_____	_____
_____ X	\$5.00	_____		15	_____	_____
_____ X	\$2.00	_____		16	_____	_____
_____ X	\$1.00	_____		17	_____	_____
Total Bill Amount:			_____	18	_____	_____
				19	_____	_____
				20	_____	_____
				21	_____	_____
Total coins:		_____		22	_____	_____
Total cash:		_____		23	_____	_____
Total checks:		_____		24	_____	_____
Additional check sheet:		_____		25	_____	_____
TOTAL AMOUNT:			_____	Total Checks:		

Total amount collected above:	_____
Beginning cash box amount:	_____
Amount to be deposited:	_____

Signature of Person Counting Money / Date \_\_\_\_\_

Central Office Personnel / Date \_\_\_\_\_

Total cash, coins and checks should equal the amount of the deposit