Deposit Form

Novi High School Band Boosters

novibandtreasurer@gmail.com

Guidelines for using this form:

1. Use this form for deposits to the band booster account.
2. You may use a spreadsheet if you have a lot of checks to deposit. Please send it to the Treasurers as an Excel file (.xls or .xslx). Enter the name, check number and amount for each check on your spreadsheet.
3. This PDF is fillable and will total the deposit for you.
4. **You can type in the PDF version of this form, however it does not save data.** Please "print" it as a PDF to preserve your information
5. Contact the Treasurers regarding the deposit.

Event or Reason for Collecting Funds for Deposit: _____

Counted and submitted by: _____ Date: _____

Checks

	Name	Check #	Amount
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Cash

Bills	**#**	**Amount**
$100		
$50		
$20		
$10		
$5		
$1		

Coins	**#**	**Amount**
$1.00		
50¢		
25¢		
10¢		
5¢		
1¢		

Total Checks	**Total Cash**	**Total Deposit**
$ 0.00	$ 0.00	$ 0.00

Please email this completed form or your spreadsheet to the treasurer novibandtreasurer@gmail.com.