SimiValleySchools

SIMI VALLEY UNIFIED SCHOOL DISTRICT

TO: Fiscal Services DATE: _____

FROM: _____

SUBJECT: Monies for Deposit

TOTAL AMOUNT OF MONEY FOR DEPOSIT: _____

Receipt No. _____ through No. _____

It is necessary for the Accounting Department to know the proper category for funds collected.
Please separate the amount of money collected into the categories listed below.
The total of the categories must agree with the total deposit.

Account No. to be credited	SACS Code	Amount	Description
			Classroom Donations (Middle schools list)
			Lost workbooks
			Lost textbooks
			Lost locks & keys
			Lost library books
			Library fines
			Other (Explain)
			Other (Explain)
			Other (Explain)
		$ -	TOTAL OF CATEGORIES

Cash	$ -
Coin	$ -
Checks	$ -
TOTAL	$ -