



MONEY COLLECTION / BANK DEPOSIT REPORT

A) Today's date: _____

Money collected and counted by: _____

Reason for collection: (Lunch, Fieldtrip, Locks, etc.) _____

(If not a "standard" deposit, also forward a copy of check and/or any back-up documentation)

Building:

_____ MES _____ MPC _____ JH _____ WT _____ AUX

_____ MIS _____ JNS _____ DO _____ OTHER (Please Specify)

B) DEPOSIT DETAIL

Currency \$ _____

Coin \$ _____

Checks \$ _____

Total deposit amount: \$ _____

Forward this form along with a copy of the deposit slip to the Business Office.

Deposit amount verified by: _____

C) FOR BUSINESS OFFICE USE ONLY

Expense Account	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____