

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT
CASH TRANSMITTAL FORM**

SCHOOL SITE: _____
PREPARER'S NAME _____ EXT; _____

DATE: _____

Ending Deposit Receipt Number: _____
Beginning Deposit Receipt Number: _____

Deposit Book #: _____
Money Bag #: _____

(Attach copies of all deposit receipts & include voided receipts)

Cash Count:

\$100 x _____ = _____
\$50 x _____ = _____
\$20 x _____ = _____
\$10 x _____ = _____
\$5 x _____ = _____
\$1 x _____ = _____

Total Cash: _____

Checks: (Listing the individual check information is optional)

Check#:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Checks: _____

Coin Count:

\$1.00 x _____ = _____
\$0.50 x _____ = _____
\$0.25 x _____ = _____
\$0.10 x _____ = _____
\$0.05 x _____ = _____
\$0.01 x _____ = _____

Total Coin: _____

Total Checks: _____

***GRAND TOTAL:** _____

IMPORTANT: All columns below must be filled out to ensure funds will be deposited into appropriate account(s).

SACS ACCOUNT NUMBER							Total	Acct Description
Pseudo #	Fund (3)	Resource (6)	Goal (5)	Function (5)	Object (4)	Sch/Loc (7)		

***GRAND TOTAL:** _____

NOTE: *Both Grand Totals should agree.

KEEP A COPY FOR YOUR RECORDS AND ATTACH TO THE RECEIPT RETURNED FROM THE DISTRICT OFFICE