

RECORD OF DEPOSIT

Lincolnshire-Prairie View School District 103
111 Barclay Blvd., Ste. 100
Lincolnshire, IL 60069
847.295.4030/ (Fax) 847.821.0189

<u>SCHOOL:</u>	
<u>COIN TOTAL</u>	\$.
<u>CASH TOTAL</u>	\$.
<u>CHECK TOTAL</u>	\$.
<u>TOTAL DEPOSIT</u>	\$.

Description of Deposit (List items, use & purpose)	Account	Amount
1.		\$.
2.		\$.
3.		\$.
4.		\$.
5.		\$.
6.		\$.

Amounts Verified By:

Signature of Staff Member/Sponsor

Date

Signature of Business Office Designee

Date

Please turn in deposit to the Business Office. Keep a copy for your records.

A discrepancy of \$ _____ has been found with this deposit. Please make a note of it.

Clarification for processing Deposit Forms

Employee/Organization Sponsor's Responsibilities

1. Count all monies for deposit, preferably running a tape for reference (see step 2).
2. At the top of the "Record of Deposit Form", complete all pertinent information as thoroughly as possible (i.e. school name/organization), and itemize the denominations according to the breakdown on the table. This is where attaching the calculator tape will be helpful to the employee as well as the Business Office.
3. Complete the next section of the form as thoroughly as possible, breaking down the total deposit into separate accounts and amounts (if applicable). Double check your amounts so that they match the total deposit.
4. Sign and date the form. Seal the money in an envelope and staple the Record of Deposit Form to the outside of the envelope.
5. Submit the deposit packet to the Business Office.