

GRAND BLANC COMMUNITY SCHOOLS

ACCOUNT DEPOSIT SLIP

Receipt Number

Date: _____

Deposit Type:

☐

Activity

☐

General Funds

Account Number:

Account Name:

Purpose:

Name of Depositor:

Signature of Counters:

(1)

(2)

Currency

\$100.00

\$50.00

\$20.00

\$10.00

\$5.00

\$2.00

\$1.00

**** TOTAL:**

Cash Instructions

* All bills **MUST** face the same direction

* All bills go through a currency counter - *no torn or folded bills*

* Sort all bills by denomination

Coins

\$1.00

\$0.50

\$0.25

\$0.10

\$0.05

\$0.01

**** TOTAL:**

Currency + Coins

**** TOTAL CASH:**

Coin Instructions

* When possible, coins **MUST** be rolled - no partial rolls

* All coins **MUST** be counted and accounted for on the appropriate coin value line

TOTAL CHECKS:

Check Instructions

* All checks **MUST** face the same direction

* Must write account # on **EVERY** check in the Memo area

* Make copies of **ALL** checks, **WITH** account # on each one and turn in with this Deposit Slip

* **ACTIVITY** Groups **MUST** stamp the back of every check in the endorsement area **ONLY**

Total Cash + Checks

**** TOTAL DEPOSIT:**

****Attach Bank Deposit Slip and Chase Bank Deposit receipt****

****Submit to Anita Gould at Central Office****

NON Fillable