

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:****\$ 0.00**

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:****\$ 0.00**

Currency + Coins

**** TOTAL CASH:****\$ 0.00**

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

Check Instructions

TOTAL CHECKS:

- * 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:****\$ 0.00******Attach Bank Deposit Slip and Chase Bank Deposit Receipt********Submit to Anita Gould at Central Office****