Public Schools of the Tarrytowns

Club Accounts Deposit Form

Date:_____

Name of Club:_____

REQUEST MUST BE ENDORSED BY BOTH THE CLUB ADVISOR AND TREASURER

Club Advisor: _____ _____

Print Name Signature

Treasurer: _____ _____

Print Name Signature

Total Deposit: _____

Money Raised From: _____

(This must be filled to determine if taxes must be paid - i.e. bake sale, dance, collected for trips etc.)

Sales Tax: _____

(If applicable)

Net Profit : _____

(Amount deposited into club account)

_____

Building Staff Initial

$1 X _____ = _____	$.01 X _____ = _____	Checks(QTY): _____
$5 X _____ = _____	$.05 X _____ = _____	Total Checks($): _____
$10 X _____ = _____	$.10 X _____ = _____	
$20 X _____ = _____	$.25 X _____ = _____	
$50 X _____ = _____	$1.00 X _____ = _____	
$100 X _____ = _____	Total Coins: _____	
Total Cash: _____	Total Deposit (Cash, Coin, Check): _____	

FOR BUSINESS OFFICE USE ONLY

TOTAL DEPOSIT: _____ _____

Business Office Initial