

Daily Deposit Summary for Non-Fundraisers Only

School Name: _____ Date _____

Class Name/Group: _____

Sponsor Employee ID# : _____

Check one of the following:

- ☐ Dues/Fees (specify): _____
- ☐ Field Trips (specify grade & trip) _____
- ☐ Donations*(parents, businesses, etc.) _____
- ☐ Misc. Proceeds (i.e. box tops, commissions, etc.) _____
- ☐ Ticket sales/Admissions (specify) _____
- ☐ Closed Fundraiser (specify) _____
- ☐ Fines (ex: Library, Cell Phones, Lost Books, etc.) _____
- ☐ Other: _____

** All contributions received from individuals or organizations (including parent organizations) must be reported on the WISD Donation Form and submitted to the Communications Department as per District policy.*

Cash: \$ _____ **Bag Number** _____
Check/Money Order(s) \$ _____
TOTAL Collections: \$ _____ **TEAMS Receipt #:** _____

Sponsor/Teacher Receipt #s included: _____

Fund 461 or 865

Revenue Budget Code: 6 -00-57 -0 - -00-
Expenditure Budget: 6 - -6 -0 - -

Sponsor's Signature: _____ **Date:** _____**Secretary's Signature:** _____ **Date:** _____

Secretary/Bookkeeper: When completed, attach this form to your Cash Receipt in TEAMS. Along with a copy of original scanned checks, Remote Deposit Notification email, if applicable.