

# SAN BENITO CISD

## Deposit Form

Date: \_\_\_\_\_

Bag # \_\_\_\_\_

Reason \_\_\_\_\_

Acct Code \_\_\_\_\_

*\*\* Two people must be present when counting money\*\**

Currency \_\_\_\_\_

Coins \_\_\_\_\_

Checks \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Counted by \_\_\_\_\_

Date \_\_\_\_\_

Counted by \_\_\_\_\_

Date \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cash Receipt Number \_\_\_\_\_

Posted by \_\_\_\_\_

Date \_\_\_\_\_

Verified by \_\_\_\_\_

Date \_\_\_\_\_

Itemized Funds Collected

QUANTITY		Denomination		Total
_____	@	100's	=	_____
_____	@	50's	=	_____
_____	@	20's	=	_____
_____	@	10's	=	_____
_____	@	5's	=	_____
_____	@	1's	=	_____

CURRENCY (total of all currency) \_\_\_\_\_

COINS (enter total of coins) \_\_\_\_\_

CHECKS (enter total of all checks) \_\_\_\_\_

**TOTAL DEPOSIT** \_\_\_\_\_