

WEIMAR ISD

DEPOSIT VERIFICATION FORM

CLUB/ORGANIZATION: _____
Example: Student Council, Yearbook, etc.

EVENT/ACTIVITY: _____
Example: Drive-through Dinner, Ad Sales, etc.

PLEASE REMIT DEPOSITS TO THE BUSINESS OFFICE BY EACH FRIDAY - DO NOT KEEP MONEY IN YOUR POSSESSION

| <i>**This column to be completed by Event Sponsor**</i> | <i>**This column to be completed by Business Office**</i> |
|--|---|
| <div style="text-align: right; margin-bottom: 10px;">Currency Total: \$ _____</div> <div style="text-align: right; margin-bottom: 10px;"> Coin Total: \$ _____</div> <div style="text-align: right; margin-bottom: 10px;">Checks Totaling: \$ _____ <i>(# of checks - copies must be attached)</i></div> <div style="text-align: right;">TOTAL DEPOSIT: \$ _____</div> <div style="margin-top: 20px;">Itemized Breakdown of Deposit:</div> <div style="margin-top: 5px;">\$ _____</div> <div style="margin-top: 5px;">\$ _____</div> <div style="margin-top: 5px;">\$ _____</div> <div style="margin-top: 5px;">\$ _____</div> <div style="margin-top: 5px;">\$ _____</div> <div style="margin-top: 5px;">\$ _____</div> <div style="text-align: right; margin-top: 20px;">Signature: _____</div> <div style="text-align: right; margin-top: 10px;">Date: _____</div> | <div style="text-align: right; margin-bottom: 10px;">\$ _____ Currency To</div> <div style="text-align: right; margin-bottom: 10px;">\$ _____ Coin Total</div> <div style="text-align: right; margin-bottom: 10px;">\$ _____ Check Total _____ <i>(# of checks)</i></div> <div style="text-align: right;">\$ _____ TOTAL DEPOSIT</div> <div style="margin-top: 20px;">Deposit to: _____</div> <div style="text-align: right; margin-top: 20px;">Signature: _____ <i>Signature of Verifying Official</i></div> <div style="text-align: right; margin-top: 10px;">Date: _____</div> |

Instructions:
(1) Count money/receipts and complete form above.

Business Office:
(1) Verify cash, checks and forms.

- (2) Make copies of all checks and attach to original form.
- (3) Deliver to Business Office for verification and deposit.
- (4) Maintain a copy of this form and the checks for your records

- (2) Deliver deposit to bank.
- (3) Maintain check copies with this form.

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