

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

This column to be completed by Event Sponsor

Currency Total: \$ _____

Coin Total: \$ _____

Checks Totaling: \$ _____
(# of checks - copies must be attached)

TOTAL DEPOSIT: \$ _____

Itemized Breakdown of Deposit:

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Signature: _____

Date: _____

This column to be completed by Business Office

\$ _____ Currency Total

\$ _____ Coin Total

\$ _____ Check Total
(# of checks)

\$ _____ **TOTAL DEPOSIT**

Deposit to: _____

Signature: _____

Signature of Verifying Official

Date: _____

Instructions:

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

Business Office:

- (1) Verify cash, checks and forms.
- (2) Deliver deposit to bank.
- (3) Maintain check copies with this form.