

Carlton Home & School Club

2024-25 Deposit Form

Instructions:

1. Complete this form for all CHSC deposits. **Deposits that include cash must be counted and the form signed by two people.**
2. Submit all cash deposits within 2 days of collection and all check deposits within 10 days of collection.
3. Return the completed form to the Treasurer's folder in the office.
4. Place the deposit money in an envelope with your name on it and provide it to the School Administrative Assistant who will place it in a locked cabinet.
5. Please notify Anthony Pagtama Yoshikawa at treasurer@carltonhsc.org when deposit is ready to be picked up.

Submitted By _____

Phone _____ Email _____

Date Submitted _____

Program/Fundraiser/Event Name _____

Description _____

CASH DETAIL

Paper Currency	Quantity	Amount		Coins	Quantity	Amount
\$100		\$		Dollar Coin \$1		\$
\$50		\$		Half-Dollar \$0.50		\$
\$20		\$		Quarter \$0.25		\$
\$10		\$		Dime \$0.10		\$
\$5		\$		Nickel \$0.05		\$
\$2		\$		Penny \$0.01		\$
\$1		\$				
Total Paper Currency		\$		Total Coins		\$

Counter's Name _____ Signature _____ Date _____

Counter's Name _____ Signature _____ Date _____

CHECK DETAIL Please list below or *attach a spreadsheet* listing the last name, check number and amount.

	Last Name	Check #	Amount		Last Name	Check #	Amount
1			\$	6			\$
2			\$	7			\$
3			\$	8			\$
4			\$	9			\$
5			\$	10			\$

Total Cash (Paper Currency and Coins) \$ _____

Total Checks (# of checks _____) \$ _____

TOTAL DEPOSIT \$ _____

Treasurer Use Only

QB Account Code:		Checked & Entered By Treasurer:	
Date Processed:		Date:	
		Reviewed By:	
		Date:	

