

ELK GROVE HIGH SCHOOL ASSOCIATED STUDENT BODY DEPOSIT FORM

Club/Account Name: _____ Club/Account #: _____
Please write your account number on all checks

Step 1 - Where did the money come from?

Event Description: _____ Date: _____

- Attach a Deposit Supplemental Form (or similar listing) of items sold by description, quantity, and price OR listing of names, ID numbers, purpose, and amount received. This documentation is proof that monies received is accurate for the transaction that occurred (e.g. t-shirts, fundraiser items, uniform fee, etc.).

Step 2 - Prepare the deposit.

- Place ALL currency facing the same direction and grouped together based on denomination. (i.e.: All 1's together and facing the same direction, all 5's together and facing the same direction, etc.)
- Bundle currency with a single rubber band in the following quantities: \$20s = 25 \$10s = 20 \$5s = 20 \$1s = 25
- Place coins in plastic bag. Do not roll.
- Be sure that your complete ASB account number is written on the front of all checks being deposited.
- Complete ALL required areas on the ASB deposit form. Be sure to have the advisor sign the form where indicated BEFORE making your deposit.

Step 3 - Count the monies.

Depositor		
Currency		
Count	Amount	
100's _____	\$ _____	.00
50's _____	\$ _____	.00
20's _____	\$ _____	.00
10's _____	\$ _____	.00
5's _____	\$ _____	.00
2's _____	\$ _____	.00
1's _____	\$ _____	.00
Total Currency:	\$ _____	.00
Coins		
Count	Amount	
Dollars _____	\$ _____	_____
Half Dollars _____	\$ _____	_____
Quarters _____	\$ _____	_____
Dimes _____	\$ _____	_____
Nickels _____	\$ _____	_____
Pennies _____	\$ _____	_____
Total Coins:	\$ _____	_____
Checks		
Count	Amount	
_____	\$ _____	_____
TOTAL AMOUNT BEING DEPOSITED: \$ _____		
Signature of person preparing deposit: _____		
Signature of Club/Account Advisor: _____		

Controller Use Only		
Currency		
Count	Amount	
100's _____	\$ _____	.00
50's _____	\$ _____	.00
20's _____	\$ _____	.00
10's _____	\$ _____	.00
5's _____	\$ _____	.00
2's _____	\$ _____	.00
1's _____	\$ _____	.00
Total Currency:	\$ _____	.00
Coins		
Count	Amount	
Dollars _____	\$ _____	_____
Half Dollars _____	\$ _____	_____
Quarters _____	\$ _____	_____
Dimes _____	\$ _____	_____
Nickels _____	\$ _____	_____
Pennies _____	\$ _____	_____
Total Coins:	\$ _____	_____
Checks		
Count	Amount	
_____	\$ _____	_____
TOTAL AMOUNT BEING DEPOSITED: \$ _____		
Signature of person processing deposit: _____		
Comments: _____		

Step 4 - Drop off your deposit.

- Ensure the deposit form is fully completed and signed.
- Keep a copy of deposit form and any documentation.
- If the Controller is in you may hand your deposit directly to her.
- If the Controller is **NOT** in you **MUST** place your deposit in a ASB deposit envelope and place into the drop safe which is located 4 steps to the left of her office door just below the blank ASB deposit envelopes. Be sure to place your deposit into the drop safe and not in her mailbox outside the door.
- DO NOT leave your deposit on her desk or in the mailbox located on the wall just outside her door!**

EXPECTED:	_____
ACTUAL:	_____
DIFFERENCE:	_____