

MS or HS Activity Account Deposit Form

Date: _____ Advisor Name: _____
 Activity Account: _____ Deposit Prepared by: _____

Please specify the source of the funds: _____

	<u>Bills</u>			<u>Coins</u>	
Quantity		Amount	Quantity		Amount
_____	100	\$ _____	_____	1.00	\$ _____
_____	50	\$ _____	_____	0.50	\$ _____
_____	20	\$ _____	_____	0.25	\$ _____
_____	10	\$ _____	_____	0.10	\$ _____
_____	5	\$ _____	_____	0.05	\$ _____
_____	1	\$ _____	_____	0.01	\$ _____
	Total	\$ _____		Total	\$ _____

For CHECKS - please attached a printout showing the total checks. The list should contain the check number in the first column, the check amount in the second column and the total dollar value of all checks.

Total Bills from above: _____
 Total Coins from above: _____
 Total Checks from attached list: _____
 Grand Total: _____

To be completed by office

Total Cash: _____	Received by: _____
Total Checks: _____	Verified by: _____
Total Received: _____	

This form will be attached the the bank deposit receipt