

# MS or HS Activity Account Deposit Form

Date: \_\_\_\_\_

Activity Account Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Activity Account #: \_\_\_\_\_

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 attach a printed list of all 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 at the bottom.

Total Bills from above: \$ \_\_\_\_\_

Total Coins from above: \$ \_\_\_\_\_

Total Checks from attached list: \$ \_\_\_\_\_

Grand Total: \$ \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

To be completed by office

Total Cash: _____	Account Number: _____
Total Checks: _____	Received by: _____
Total Received: _____	

This form will be attached to the bank deposit receipt