




Please STAPLE CHECK
TAPES HERE

LOG #: _____

- Use the DEPOSIT LOG at the school office. Write your number from the log on this form and secure all money in a sealed envelope.

MAIDU / EXCELSIOR PTC DEPOSIT ITEMIZATION

DATE: _____

PERSON SUBMITTING DEPOSIT: _____

PHONE NUMBER: _____

COMMITTEE: _____

AMOUNT VERIFIED BY: *(2nd person)* _____

CHECKS

Total number of checks: _____

CHECK TOTAL: \$ _____

- Use an adding machine or spreadsheet to tally checks. **Two tapes** must be included with the deposit.
- Checks must be bundled in the same order as they appear on the tape.

CURRENCY

\$100.00 x _____ = _____

\$50.00 x _____ = _____

\$20.00 x _____ = _____

\$10.00 x _____ = _____

\$5.00 x _____ = _____

\$1.00 x _____ = _____

CURRENCY TOTAL: \$ _____

- Count all cash and bundle together: **25** - \$20.00, **25** - \$10.00, **20** - \$5.00, and **25** - \$1.00

COIN

\$1.00 x _____ = _____

\$0.50 x _____ = _____

\$0.25 x _____ = _____

\$0.10 x _____ = _____

\$0.05 x _____ = _____

\$0.01 x _____ = _____

COIN TOTAL: \$ _____

- Coins must be rolled as completely as possible.
- Coin rolls may be obtained from school office.

GRAND TOTAL: \$ _____

TREASURER USE ONLY

Verified By _____

Amount \$ _____

Account: Checking MM Scrip

Group Deposit # _____ of _____