

Memorial High School Booster Club Deposit Form

SPORT/ACTIVITY: _____

DATE: _____

REVENUE SOURCE/EVENT: _____

PREPARED BY: _____

PHONE: _____

LAST NAME, FIRST NAME	CHECK #	CHECK AMOUNT	CASH AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTALS		\$	\$

	1st Count	2nd Count <small>(required if there is cash)</small>
TOTAL # OF CHECKS		
CHECK TOTAL +	\$	\$
BILL TOTAL +	\$	\$
DEPOSIT TOTAL =	\$	\$

CASH		
BILL COUNT		AMOUNT
	x 100	\$
	x 50	\$
	x 20	\$
	x 10	\$
	x 5	\$
	x 2	\$
	x1	\$
BILL TOTAL		\$

Prepared By/1st Count Signature: _____

Date: _____

2nd Count Signature (if required): _____

Date: _____

Instructions:

1. Use this form when turning in any Booster Club monies collected. All cash and checks should be turned into the Booster Club Treasurer as quickly as possible.
2. Next to "REVENUE SOURCE", please fill in the activity that generated the cash and checks. Ex: Team Fees, Concessions, etc.
3. The person that prepares the deposit form should be the "1st Count" of funds. Please have a second person verify the amounts and check the "2nd Count" column if cash is part of the deposit. Please be sure any and all counters sign and date the slip.
4. Once counts are complete and the deposit form is signed, please place the deposit form and all funds in an envelope or ziploc bag. The completed deposit may be dropped off with the Booster Club Treasurer (address noted) or left in the Booster Club mailbox at MHS. Check with the front office for direction. Please text the Booster Club Treasurer BEFORE dropping off any funds.
5. Keep a copy of this form for your activity/sport records.
6. If depositing own funds at bank, please include this form, bank deposit slip, and bank receipt when submitting to Treasurer.

FOR TREASURER'S USE ONLY:

DEPOSIT TOTAL VERIFIED: \$ _____ DATE: _____ TREASURER INITIALS: _____

QB CATEGORIES: _____

Britta Christenson, Booster Club Treasurer
841 Bunker Hill Road

memorialboostertreasurer@gmail.com
713-494-1203