

Union Middle School Home & School Club Deposit Form

Instructions:

1. Complete this form for all UMS HSC deposits. Deposits that include cash must be counted and form signed by two people at the time of the event.
2. Cash receipts should be placed in an envelope, sealed, signed and dated and given to Mrs. Knudsen to hold in safe immediately. If office is not open, cash deposit should be held in secured location and given to Mrs. Knudsen, or UMS HSC treasurer, the following day.
3. All check deposits should be submitted within 10 days of collection.
4. Please contact the UMS HSC treasurer, Cindy Smith, at treasurer@unionhsc.org when deposit is ready to be picked up.

Event:
Description:
Date Submitted:
Submitted By:
Phone/Email:

Deposit Detail - Cash

Paper	Quantity	Amount
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
Total Paper Currency		\$

Coins	Quantity	Amount
\$1		\$
\$0.50		\$
\$0.25		\$
\$0.10		\$
\$0.05		\$
\$0.01		\$
TOTAL Coins:		\$

TOTAL CASH (Sum of the Total Bills and the Total Coins): \$ _____

Deposit Detail - Checks (Please list below or attach a spreadsheet listing the Last Name, Check # and Amount to this form)

#	Last Name	Check #	Amount	#	Last Name	Check #	Amount
1			\$	6			\$
2			\$	7			\$
3			\$	8			\$
4			\$	9			\$
5			\$	10			\$

TOTAL CHECKS (from list above or attached spreadsheet): \$ _____

TOTAL DEPOSIT \$ _____

Counter's Name _____ Signature: _____ Date: _____

Counter's Name _____ Signature: _____ Date: _____

UMS HSC Treasurer _____ Signature: _____ Date: _____