

WEIMAR ISD
DEPOSIT VERIFICATION FORM

CLUB/ORGANIZATION: _____
Example: Student Council, Yearbook, etc.

EVENT/ACTIVITY: _____
Example: Drive-through Dinner, Ad Sales, etc.

PLEASE REMIT DEPOSITS TO THE BUSINESS OFFICE BY EACH FRIDAY - DO NOT KEEP MONEY IN YOUR POSSESSION

<p style="text-align: center;"><i>**This column to be completed by Event Sponsor**</i></p> <p style="text-align: right;">Currency Total: \$ _____</p> <p style="text-align: right;">Coin Total: \$ _____</p> <p style="text-align: right;">_____ Checks Totaling: \$ _____ <i>(# of checks - copies must be attached)</i></p> <p style="text-align: right;">TOTAL DEPOSIT: \$ _____</p> <p>Itemized Breakdown of Deposit:</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p style="text-align: right;">Signature: _____</p> <p style="text-align: right;">Date: _____</p>	<p style="text-align: center;"><i>**This column to be completed by Business Office**</i></p> <p style="text-align: right;">\$ _____ Currency Total</p> <p style="text-align: right;">\$ _____ Coin Total</p> <p style="text-align: right;">\$ _____ Check Total _____ <i>(# of checks)</i></p> <p style="text-align: right;">\$ _____ TOTAL DEPOSIT</p> <p style="text-align: right;">Deposit to: _____</p> <p style="text-align: right;">Signature: _____ <i>Signature of Verifying Official</i></p> <p style="text-align: right;">Date: _____</p>
--	--

Instructions:

- (1) Count money/receipts and complete form above.
- (2) Make copies of all checks and attach to original form.
- (3) Deliver to Business Office for verification and deposit.

Business Office:

- (1) Verify cash, checks and forms.
- (2) Deliver deposit to bank.
- (3) Maintain check copies with this form.

(4) Maintain a copy of this form and the checks for your records

