

Petaluma City Schools ASB Cash Count & Deposit Form

Name of Club: _____ Acct #: _____ Date: _____

Activity/Purpose? _____

Date of Fundraiser Approval (in Minutes): _____ Date of Site Admin Approval: _____

<u>COUNT</u>	<u>CASH</u>	<u>TOTAL</u>
_____	x \$1.00 =	_____
_____	x \$5.00 =	_____
_____	x \$10.00 =	_____
_____	x \$20.00 =	_____
_____	x \$50.00 =	_____
_____	x \$100.00 =	_____
TOTAL CASH \$		_____

<u>COUNT</u>	<u>COIN</u>	<u>TOTAL</u>
_____	x .01 =	_____
_____	x .05 =	_____
_____	x .10 =	_____
_____	x .25 =	_____
_____	x .50 =	_____
_____	x 1.00 =	_____
TOTAL COIN \$		_____

CHECK SUMMARY (attach add'l sheet if necessary)

<u># of cks</u>	<u>amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL :	

TOTAL CASH \$ _____
 TOTAL COIN \$ _____
 TOTAL CHECKS \$ _____
 Total Collected \$ _____
 Subtract _____
 cash box seed \$ _____
 TOTAL DEPOSIT \$ _____

Signature #1 _____
(Student Officer Signature) (Print Name)

Signature #2 _____
(ASB/Club Coordinator Signature) (Print Name)

Cash Box #: _____
(Principal/Designee Signature) (Print Name)

<small>(For Office Use Only)</small>				
<u>Total Deposit</u>	<u>Receipt #</u>	<u>Date given to Office</u>	<u>Bookkeeper Initials</u>	<u>Date taken to Bank</u>
_____	_____	_____	_____	_____