

JEFFERSON PARISH PUBLIC SCHOOL SYSTEM STUDENT ACTIVITY ACCOUNTS DETAILED DEPOSIT FORM

School GRACE KING

Name JOHN SMITH Date 08/09/18

Club/Department Name FRESHMAN CLASS Activity Acct. # leave blank

Purpose of Collection Reason money was collected. Example: Class Fee, GK Fee, Field Trip (where)

CASH:

STUDENT/EMPLOYEE	CASH AMOUNT
Abigail Strong	5.00
George Bass	5.00
CASH TOTAL	10.00

CHECKS:

CHECK #	CHECK NAME	STUDENT NAME	CHECK AMOUNT
123	R. Martinez	Anna Ruiz	10.00
CHECK TOTAL			10.00

EXAMPLE

Breakdown of coin and currency

#	Denominations	Amount
	\$ 100's	
	\$ 50's	
	\$ 20's	
	\$ 10's	
2	\$ 5's	10.00
	\$ 1's	
Coin Total		
Currency & Coin Total		10.00

Totals Must Agree

RECEIPT #'S

START # 123 CASH TOTAL 10.00

ENDING # 125 CHECK TOTAL 10.00

GRAND TOTAL 20.00

DO NOT CASH PERSONAL OR SCHOOL CHECKS FROM CASH SUBMITTED.

RECEIVED BY: _____ DATE: _____

RECEIVED FROM: Depositor's Signature DATE: Must be dated

BOTH PARTIES MUST ATTACH THEIR COPY TO THE COMPUTER RECEIPT FOR AUDITING PURPOSES.