

BEAUMONT INDEPENDENT SCHOOL DISTRICT

(CAMPUS)

MONEY COLLECTED
INTERNAL DEPOSIT SLIP

DATE: _____ TOTAL AMOUNT: \$ _____

CLUB/DEPARTMENT: _____

EXPLANATION: _____

SUBMITTED BY: _____

TEACHER/SPONSOR

Complete the following in dollars, record the total above:

CHECKS \$ _____

PENNIES \$ _____

ONES \$ _____

NICKELS \$ _____

FIVES \$ _____

DIMES \$ _____

TENS \$ _____

QUARTERS \$ _____

TWENTIES \$ _____

HALVES \$ _____

FIFTIES \$ _____

DOLLARS (COINS) \$ _____

HUNDREDS \$ _____

OTHER () \$ _____

INSTRUCTIONS

- 1) Sponsor/Teacher: Turn in one copy of this form with the money and keep one copy for your records.
- 2) The bookkeeper will issue you a receipt as soon as possible.
- 3) The bookkeeper must not combine this money with an other before it is counted.
- 4) Cash receipts (yellow copies or tabulation form) must agree with the amount turned in to the bookkeeper. If there is a difference, an explanation must be given. If the difference cannot be resolved, notify the Principal in writing immediately.
- 5) The Principal must notify the Activity Funds Office of any discrepancy that is not resolved.