

# ***RICHMOND-BURTON H.S. DIST. 157***

## **ACTIVITY FUND DEPOSITS**

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT OR ACTIVITY SUPERVISOR:** \_\_\_\_\_

| DESCRIPTION   | ACCOUNT | AMOUNT |
|---------------|---------|--------|
| _____         | _____   | _____  |
| _____         | _____   | _____  |
| _____         | _____   | _____  |
| _____         | _____   | _____  |
| _____         | _____   | _____  |
| _____         | _____   | _____  |
| <b>TOTAL:</b> |         | _____  |

### **CASH BREAKDOWN:**

\_\_\_\_\_ **100'S** \_\_\_\_\_  
\_\_\_\_\_ **50'S** \_\_\_\_\_  
\_\_\_\_\_ **20'S** \_\_\_\_\_  
\_\_\_\_\_ **10'S** \_\_\_\_\_  
\_\_\_\_\_ **5'S** \_\_\_\_\_  
\_\_\_\_\_ **2'S** \_\_\_\_\_  
\_\_\_\_\_ **1'S** \_\_\_\_\_

### **CURRENCY:**

### **COINS:**

### **CHECKS:**

### **TOTAL:**

**\*\*THIS MONEY HAS BEEN DELIVERED IN A** \_\_\_\_\_ **(POUCH, ENVELOPE, ETC.)**  
**BY** \_\_\_\_\_. **IT IS UNDERSTOOD THAT THE MONEY WILL BE RECOUNTED AND A**  
**FORMAL RECEIPT ISSUED VERIFYING THE AMOUNT OF THE DEPOSIT. SIGNED BY:** \_\_\_\_\_ **\*\***

**\*\*FOR OFFICE USE ONLY\*\*** **VERIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_