PVHS SPORTS BOOSTERS – MONEY COUNT AND DEPOSIT FORM

Date _____ Sport _____ Event_____ _____

Description of Deposit _____

Deposits should be one team and if more than one type of deposit (transportation, merchandise, fundraising, donations) then each total should be listed separately)

Coins

	Number of	x	= Amount
Pennies		0.01	
Nickels		0.05	
Dimes		0.10	
Quarter		0.25	
Half-Dollars		0.50	
Dollars		1.00	
		Subtotal Coins	

Bills

	Number of	x	= Amount
Ones		$1	
Fives		$5	
Tens		$10	
Twenties		$20	
Fifties		$50	
Hundred		$100	
Other			
		Subtotal Bills	

Checks

Name	Check #	Amount

Name	Check #	Amount
	Subtotal Checks	

Total Deposit	

*Total by Category/Description	
Transportation	
Merchandise	
Concession	
Donations	
Fundraising	
Other:	
Equals Total Deposit	

_____

Counter 1 – Name, Signature and Date

_____

Counter 2 – Name, Signature and Date

Cash deposits should always have two counters and signatures above. Seal deposit in an envelope and attach this sheet to it for the treasurer to make a bank deposit slip. Treasurer will not open envelop. It will be brought straight to the bank.

For concessions put a bank deposit slip and money into a sealed Bank Deposit Bag.
Give bag and this sheet to Treasurer for deposit