

# CERRO VILLA PFSO

## DEPOSIT REPORT

Account deposited to: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

DATE: \_\_\_\_\_

PROGRAM(S): \_\_\_\_\_

CASH						
COINS	#	Amount	CURRENCY	#	Amount	PURPOSE
Pennies			Ones (\$1.00)			
Nickels			Twos (\$2.00)			
Dimes			Fives (\$5.00)			
Quarters			Tens (\$10.00)			
Half Dollars			Twenties (\$20.00)			
Dollars			Fifties (\$50.00)			
			Hundreds (\$100.00)			
<b>TOTAL</b>			<b>TOTAL</b>			<b>TOTAL CASH:</b>

(Please roll coins and sort currency. Place currency facing up in the same direction. Group bills in sets of 25)

CHECKS			
CHECK #	NAME	PURPOSE	AMOUNT

For batches with more than 5 checks, use Check Deposit Report (Page 2) and please run two tapes to verify total.  
Remove all staples from checks and documentation.

Total of checks from Page 2: \_\_\_\_\_  
**TOTAL CHECKS:** \_\_\_\_\_

PREPARED BY:

\_\_\_\_\_  
\_\_\_\_\_

<b>TOTAL DEPOSIT:</b>	
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NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CERRO VILLA PFSO

## CHECK DEPOSIT REPORT

DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

CHECKS			
CHECK #	STUDENT NAME	PURPOSE	AMOUNT
<i>For batches with more than 5 checks, use Check Deposit Report and please run two tapes to verify total. Remove all staples from checks and documentation.</i>			<b>TOTAL CHECKS:</b>

PREPARED BY:  
 \_\_\_\_\_  
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