



DHSA DEPOSIT FORM

Please fill out this form in its entirety. All cash should be counted, and total number of bills and coins should be recorded. All checks should be recorded using check number and amount of check (please use separate sheet or the back of this form if additional space is needed). Two on-site Committee Members or DHSA Board Members must count money collected and provide signature confirming total amount counted and collected at the event.

Please submit this form along with cash and checks in a sealed envelope with your signature and date across the seal. This form and all money collected should be handed in for deposit within one week of the event. Please drop off to the School Office, ATTN: DHSA Co-Treasurer

NAME:	EVENT:
CONTACT:	DATE OF EVENT:

CASH TO DEPOSIT:

BILLS	COINS
\$1	\$0.01
\$5	\$0.05
\$10	\$0.10
\$20	\$0.25
\$50	
\$100	
Total:	Total:

CHECKS TO DEPOSIT:

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)
	Total:

On site count completed by: _____
 Committee Member 1 Signature

 Committee Member 2 Signature

FOR OFFICE USE ONLY (CO-TREASURER OR CO-PRESIDENT)

RECEIVED BY: _____ DATE: _____
 DEPOSITED BY: _____ DATE: _____