

# Denair Elementary School

## Actual Amount Collected Form

This form should be submitted along with a Report of Ticket Sales form or a Sales Analysis form

Date \_\_\_\_\_ Advisor \_\_\_\_\_

Amount in Change Fund: \$\_\_\_\_\_ Signature: \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Denominations	Quantity	Amount
\$100.00	_____	\$_____
\$50.00	_____	\$_____
\$20.00	_____	\$_____
\$10.00	_____	\$_____
\$5.00	_____	\$_____
\$2.00	_____	\$_____
\$1.00	_____	\$_____
\$1.00 (coin)	_____	\$_____
\$0.50	_____	\$_____
\$0.25	_____	\$_____
\$0.10	_____	\$_____
\$0.05	_____	\$_____
\$0.01	_____	\$_____

Number of Checks: \_\_\_\_\_ (attach copy all checks) \$\_\_\_\_\_

Total Deposit: \$\_\_\_\_\_

Please be advised that all money turned in must be separated and bundled in like denominations  
 \$10 and \$5 bills should be bundled in stacks of 20  
 All quarters amounting to \$10.00 must be rolled  
 All dimes amounting to \$5.00 must be rolled  
 All nickels amounting to \$2.00 must be rolled  
 All pennies amounting to \$.50 must be rolled  
 All checks must have the name of the student who turned them in on it  
 All deposits not adhering to these guidelines will be returned to the club advisor

For office use only \_\_\_\_\_ Verified by: \_\_\_\_\_

Date receipt issued: \_\_\_\_\_ Master receipt # \_\_\_\_\_

Deposit amount: \$\_\_\_\_\_

Over/Short: \$\_\_\_\_\_