**H&S DEPOSIT FORM**

Please contact the H&S Treasurer when monies are ready to be deposited.

Deposits can be submitted to the Main Office.

Be sure to include this completed form with all deposits.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee/Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Note – if you are depositing monies to multiple committees or events, please fill out a separate form for each. This will ensure all monies are deposited into the proper account.

Deposit Amount:

Total Cash $\_\_\_\_\_\_\_\_\_\_\_\_ (Please indicate source of cash in space provided below)

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

Total in Checks $\_\_\_\_\_\_\_\_\_\_\_\_ and Indicate How Many Checks Included in Deposit: \_\_\_\_\_\_\_\_\_\_

(Please itemize/list checks by check # in space provided below)

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

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

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

If you have questions, please contact Amy Haskins, amyscarlett@comcast.net ,

Treasurer of Worcester Home and School

Note:

It is recommended that you maintain a photocopy of all deposit forms and attached checks to keep for your own accounting records.