Deposit Reconciliation Form for Coaches/Activity Leaders

Date:	
Submitted By:	
Sport/Activity:	
Received For:	
e.g. Fundraising, Transportation Fees, Uniforms, etc.	

Cash:	**Amount**
20's	
10's	
5's	
1's	
Other	
Total Cash:	**0.00**

Checks: (List)	**Amount**
Total Checks:	

***** All checks must be copied before turning in monies for deposit. Ask BJ and she'll show you how to do four checks to a page. You may use the Athletic Department main copier in the workroom.**

Note: Coaches will be notified to collect on any checks returned to by Accounting for non-sufficient funds. Once those funds are recovered, please bring the new check, money order or cash to BJ in the Athletic Office so it can be forwarded to accounting.

BJ will make a copy of the State Board of Accounts Receipt for your records.

Grand Total Amount Submitted:	
Cash:	
Checks:	
Total:	