



Deposit Verification Form

Please ensure there are always at least 2 people counting money to protect the reliability of the count and ensure that the process is completed correctly.

Name: _____ Date: _____
 Phone: _____ Email: _____
 Event/Source of Money Received: _____

CURRENCY	X	=	COINS	X	=
\$100.00		\$	\$1.00		\$
\$50.00		\$	\$0.50		\$
\$20.00		\$	\$0.25		\$
\$10.00		\$	\$0.10		\$
\$5.00		\$	\$0.05		\$
\$1.00		\$	\$0.01		\$
SUB-TOTAL OF CURRENCY:		\$	SUB-TOTAL OF COINS:		\$
TOTAL CURRENCY + COINS		\$			

CHECKS					
Item #	Check #	Check Amount	Item #	Check #	Check Amount
1			6		
2			7		
3			8		
4			9		
5			10		
Total Checks:					\$
Electronic Deposit (Funds Transferred Electronically)					
Square:	\$	Transfer Date:		Verified:	<input type="checkbox"/>
Venmo:	\$	Transfer Date:		Verified:	<input type="checkbox"/>
Zelle:	\$	Transfer Date:		Verified:	<input type="checkbox"/>
Total Electronic Deposit:					\$

Attach Deposit Receipt Here:

Total Deposit Amount:	
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Note: Signatures not required for electronic transfer of funds from Square, Venmo or Zelle)

Counter #1 Signature: _____ Date: _____
 Counter #2 Signature: _____ Date: _____

For Treasurer Use Only:			
Amount Received:		Date Received:	
Date Deposited:		Deposited By:	
Recorded in QuickBooks:		E-transfer source of funds report attached:	<input type="checkbox"/>