**DEPOSIT SLIP**

**NOTE: please include in your deposit any cash box cash you requested for your event and are returning. I will credit your account accordingly.**

CHECKS:

* Make checks payable to: “Willow Glen Performing Arts Boosters” or “WGPAB”.
* Fill out check log. Keep a copy for yourself or let me know if you need a scanned copy.

CASH:

* Bundle your cash in groups by denomination.
* Roll coins (.50 pennies; $2.00 nickels; $5.00 dimes; $10.00 quarters).

QUESTIONS:

* Marianne Bristol: email ksmb@pacbell.net or (408) 718-7039.

**Deposit is for (please check one):**

\_\_\_ Donation \_\_\_ Drama Production (name of)

\_\_\_ Fundraiser or Other (specify

Account/Unit Name: Account #:

 For Treasurer Use Only

Today’s Date: Submitted By:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COINS** | **# of coins** | **Multiply by** |  | **Dollars** | **Cents** |
| Pennies |  | x .01 | **=** |  |  |
| Nickels |  | x .05 | **=** |  |  |
| Dimes |  | x .10 | **=** |  |  |
| Quarters |  | x .25 | **=** |  |  |
| Half-Dollar |  | x .50 | **=** |  |  |
| Dollar |  | x 1.00 | **=** |  |  |
|  |  | **Total coin:** | **=** |  |  |
|  |  |  |  |  |  |
| **BILLS** | **# of bills** | **Multiply by** |  |  |  |
| Ones |  | x 1.00 | **=** |  | 00 |
| Fives |  | x 5.00 | **=** |  | 00 |
| Tens |  | x 10.00 | **=** |  | 00 |
| Twenties |  | x 20.00 | **=** |  | 00 |
| Fifties |  | x 50.00 | **=** |  | 00 |
| Hundreds |  | x 100.00 | **=** |  | 00 |
| Two |  | x 2.00 | **=** |  | 00 |
|  |  | **Total bills:** | **=** |  | 00 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Coins:** | **=** |   |  |
| **Total Bills:** | **=** |  |
| **Add total checks from log:** | **=** |  |  |
| **Total Deposit:** | **=** |  |  |

Verified by Submitter:

 Signature

Verified by PAB Treasurer:

 Signature