

DESOTO ISD DAILY DEPOSIT SUMMARY

Secretary/Bookkeeper: Scan the Bank Deposit Form and this Daily Deposit Summary to the Financial Services Department. Attach both copies and keep for your records.

Campus: _____ Date: _____

Class/Group Name: _____

Employee making deposit: _____

Check one of the following:

- ☐ Dues/Fees (specify) _____
- ☐ Lost Library Books _____
- ☐ Field Trips (specify grade and trip) _____
- ☐ Ticket Sales/Admissions (specify) _____
- ☐ Fundraiser (specify) _____
- ☐ Fines (ex: Library, Cell Phones) _____
- ☐ Donations* (ex: Box Tops for Education, etc.) _____
- ☐ Other: _____

** Donations must be properly reported as per district procedures All contributions received from individuals or organizations (including parent organizations) need to be reported on the DISD Donation Form and submitted to the Purchasing Department.*

| | | |
|----------------------------------|----|---------------------------|
| Total Cash Deposit: | \$ | Bag Number # |
| Total Check/Money Order Deposit: | \$ | # of checks/money orders: |

TOTAL COLLECTIONS (Total Cash + Total /Money Order Deposit): \$ _____

| <i>Expenditure Budget Code</i> | <i>\$ Deposit Amount</i> |
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Depositor's Signature: _____ Date: _____