



Guadalupe Home & School Club (GHSC)
Attn: GHSC Treasurer
 6044 Vera Cruz Dr., San Jose, CA 95120
treasurer.ghsc@gmail.com
 669.223.1569
 ghsc.net



Deposit Form

Instructions:

1. Complete this form for all GHSC deposits and attach to an envelope containing all funds. All CASH deposits MUST be counted with TWO people present and signatures are required.
2. Submit cash and check deposits within 3 days of collection to the **GHSC SAFE** (located in workroom near the copy machine under the laminator).
Cash collected from on-site school events cannot leave the school and MUST be left in the **GHSC SAFE**. Please notify the Treasurer at treasurer.ghsc@gmail.com of any deposits.
3. Please note that we can only deposit checks written to GHSC or Guadalupe Home & School Club. We CANNOT accept checks made out to Guadalupe Elementary. It is YOUR responsibility to ensure checks are made out correctly when you collect them.

Counted By: _____ Email: _____
 Counted By: _____ Email: _____
 Date(s) Collected: _____ Date Submitted: _____
 Program/Event Name: _____
 Description: _____

Total Deposit \$ _____

Deposit Detail:

Checks (Enter check details on the back of this form)

Number of checks _____

Check Total \$ _____

Paper Currency

\$100 Bills X _____ = \$ _____
 \$50 Bills X _____ = \$ _____
 \$20 Bills X _____ = \$ _____
 \$10 Bills X _____ = \$ _____
 \$5 Bills X _____ = \$ _____
 \$1 Bills X _____ = \$ _____

Paper Currency Total \$ _____

Coin Currency

\$1.00 X _____ = \$ _____
 \$0.25 X _____ = \$ _____
 \$0.10 X _____ = \$ _____
 \$0.05 X _____ = \$ _____
 \$0.01 X _____ = \$ _____

Coin Currency Total \$ _____

FOR TREASURER'S USE ONLY:

Date received: _____
 Date deposited: _____
 Amount: _____
 Program/Event: _____
 Treasurer's initials: _____

#	Payer	Check #	Amount	#	Payer	Check #	Amount
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			