



**Guadalupe Home & School Club (GHSC)**

**Attn: GHSC Treasurer**

6044 Vera Cruz Dr., San Jose, CA 95120

treasurer.ghsc@gmail.com

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 second page of this form)**

Number of checks \_\_\_\_\_

Checks Total \$ \_\_\_\_\_

**Paper Currency**

\$100 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$50 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$20 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$10 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$5 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$2 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

\$1 Bills X \_\_\_\_\_ = \$ \_\_\_\_\_

**Paper Currency Total \$** \_\_\_\_\_

**Coin Currency**

\$1.00 X \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.50 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			