



DEPOSIT SLIP (2021-2023)

Please total all cash and checks and complete the information below. For multi-day events (ex: Book Fair), please complete a separate deposit slip for each day. It is important for you to keep a copy for your records. Place this form and your cash/checks in a money bag, and then place it in the safe on the floor of the HSA closet. **It will be necessary for you to contact me via phone to receive the safe code.** You may use the depository door of the safe instead, however you will still need to contact me to let me know you made the drop-off. Extra money bags can be found on top of the safe. All deposits dropped off by noon on Fridays will be deposited within 7 days.

Please feel free to email/call me with any questions.

Thank you,

Colleen Rodriguez
Treasurer, Simmons HSA
267-231-4278 (cell)
colleenrodriguez1@verizon.net

For HSA Purposes Only

Date Received: _____

Date Deposited: _____

COMMITTEE: _____ **DATE:** _____

EVENT: _____

\$1 x _____ = \$ _____

Total CASH: \$ _____

\$5 x _____ = \$ _____

***COINS:** \$ _____

\$10 x _____ = \$ _____

**** (____) CHECKS:** \$ _____

\$20 x _____ = \$ _____

TOTAL DEPOSIT: \$ _____

\$ _____ x _____ = \$ _____

*If there are a lot of coins, they cannot be counted using the change counter at the bank anymore. Please indicate if you are including change to be counted with your deposit.

**Indicate the number of checks to be deposited.

COMMITTEE CHAIRPERSON APPROVAL _____