

Worcester Elementary – Home & School Association

H&S DEPOSIT FORM

Please contact the H&S Treasurer when monies are ready to be deposited.
Deposits can be submitted to the Main Office.
Be sure to include this completed form with all deposits.

Date _____

Name _____

Committee/Event _____

*Note – if you are depositing monies to multiple committees or events, please fill out a separate form for each. This will ensure all monies are deposited into the proper account.

Deposit Amount:

Total Cash \$_____ (Please indicate source of cash in space provided below)

Total in Checks \$_____ and Indicate How Many Checks Included in Deposit: _____
(Please itemize/list checks by check # in space provided below)

Total Deposit \$_____

If you have questions, please contact Nikki Ferraro at worcesterelementarytreasurer@gmail.com,
Treasurer of Worcester Home and School

Note:

It is recommended that you maintain a photocopy of all deposit forms and attached checks to keep for your own accounting records.
