

JEFFERSON SCHOOL DISTRICT

District Activity Accounts – Request for Deposit

PLEASE PRINT ON GOLDENROD PAPER

Date: _____ Advisor: _____

District Activity Account: _____

Amount of Deposit: Checks \$ _____

Documentation verifying totals must be attached along with an adding machine tape

Cash \$ _____

Coin \$ _____

TOTAL DEPOSIT: \$ _____

Event or activity for which money was received: (please include date(s) of the event)

Please turn money in to Mary Ellen at the District Office (ext. 1041) as soon as possible. It will be verified and deposited into the appropriate account.

Forms/Dist. Activ. Acct. Deposit revised 2/24/15 And on the website under Departments/Business Services

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