

OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM

DEPOSIT FORM

STUDENT FEES/#2154/REVISED, MAY 2020

DATE: _____

DEPOSIT MUST BE VERIFIED BY STUDENT FEES IN YOUR PRESENCE.

DAWNNET McEWEN (209) 384-6219
MARIA CAMPOS (209) 384-6212

| Account Name | Income Account Line | | | | How Money Was Obtained | Amount (\$) |
|--------------|---------------------|--|--|--|------------------------|-------------|
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CURRENCY WORKSHEET:

CURRENCY: ALL DOLLARS MUST BE BUNDLED AND COINS MUST BE WRAPPED

| | | |
|---------------------------------|----------------------------|-------------------------------|
| Hundreds \$ 2,000 BUNDLE | Tens \$ 200 BUNDLE | Quarters \$ 10 WRAPPED |
| Fifties \$ 1,000 BUNDLE | Fives \$ 100 BUNDLE | Dimes \$ 5 WRAPPED |
| Twenties \$ 500 BUNDLE | Ones \$ 25 BUNDLE | Nickels \$ 2 WRAPPED |
| | | Pennies \$.50 WRAPPED |

| DOLLARS | |
|---------------------------------|--|
| _____ X \$100 = _____ | |
| _____ X \$ 50 = _____ | |
| _____ X \$ 20 = _____ | |
| _____ X \$ 10 = _____ | |
| _____ X \$ 5 = _____ | |
| _____ X \$ 2 = _____ | |
| _____ X \$ 1 = _____ | |
| TOTAL DOLLARS = \$ _____ | |

| COINS | |
|-------------------------------|--|
| _____ X \$1 = _____ | |
| _____ X .50 = _____ | |
| _____ X .25 = _____ | |
| _____ X .10 = _____ | |
| _____ X .05 = _____ | |
| _____ X .01 = _____ | |
| TOTAL COINS = \$ _____ | |

| CHECKS | |
|---|--|
| ➤ WRITE THE ORGANIZATION'S NAME IN THE MEMO AREA OF THE FRONT OF EACH CHECK | |
| ➤ <u>2</u> ADDING MACHINE TAPES OF THE TOTAL AMOUNT OF CHECKS MUST BE ATTACHED TO THE CHECKS | |
| ➤ IT IS RECOMMENDED THAT YOU KEEP COPIES FOR YOUR OWN ORGANIZATION'S RECORDS. STUDENT FEES DOES NOT MAKE COPIES OF CHECKS. | |
| TOTAL CHECKS = \$ _____ | |
| TOTAL CCs = \$ _____ | |

GRAND TOTAL OF DEPOSIT: \$ _____

NAME OF PERSON MAKING THE DEPOSIT: _____ STOP # _____

PHONE NUMBER OR EXTENSION: _____

SIGNATURE: _____

FOR STUDENT FEES OFFICE USE ONLY:

DEPOSIT VERIFIED BY: _____ RECEIPT # _____ DATE: _____