

# Lincoln Schools "ACTIVITY ACCOUNT" Deposit Form

Date \_\_\_\_\_ Class/Club \_\_\_\_\_ Fund # \_\_\_\_\_

For \_\_\_\_\_

DESCRIPTION (Please Be Specific! How was the money acquired?)

**\*\*THE AUDITOR REQUIRES ITEMIZED DOCUMENTATION OF DEPOSITS\*\***

*(Example... Please attach or write on this sheet a list of payees & amount of money being submitted, copies of receipts, signed sheet from student/person handing in money stating amount being turned in, etc. If you have any questions call Tammie @ ext. 3037.)*

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Admissions to Athletic Event</td> <td style="width: 20%;">(17110)</td> <td style="width: 40%; text-align: right;">_____</td> </tr> <tr> <td>Admissions (School Sponsored Event)</td> <td>(17120)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Student Sponsored Sales</td> <td>(17220)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>School Sponsored Sales</td> <td>(17210)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Student Organization Membership Dues</td> <td>(17310)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Fees Charged Students</td> <td>(17400)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Revenue from Stores, Machines, Etc.</td> <td>(17500)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other Student Activity Revenue</td> <td>(17900)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Donation (Local)</td> <td>(19200)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Sales of Supplies &amp; Materials</td> <td>(19300)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Miscellaneous Revenue</td> <td>(19900)</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>Other</td> <td></td> <td style="text-align: right;">_____</td> </tr> </table>	Admissions to Athletic Event	(17110)	_____	Admissions (School Sponsored Event)	(17120)	_____	Student Sponsored Sales	(17220)	_____	School Sponsored Sales	(17210)	_____	Student Organization Membership Dues	(17310)	_____	Fees Charged Students	(17400)	_____	Revenue from Stores, Machines, Etc.	(17500)	_____	Other Student Activity Revenue	(17900)	_____	Donation (Local)	(19200)	_____	Sales of Supplies & Materials	(19300)	_____	Miscellaneous Revenue	(19900)	_____	Other		_____	<p style="text-align: center;"><b>Notes/Comments</b></p> <p><i>If this deposit is for more than one activity, then you need to specify how much money is being deposited for each one.</i></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Other		_____																																			

CURRENCY \$ \_\_\_\_\_

COIN \$ \_\_\_\_\_

CHECKS \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

FOR OFFICE USE ONLY	
FUND #	_____
REV. #	_____
PAY CODE	_____

SIGNATURE OF SPONSOR \_\_\_\_\_

RECEIPT # \_\_\_\_\_

VERIFYING / RECEIPTING SIGNATURE \_\_\_\_\_