



Code:____ Deposited:____
 School Year:____-____
CHS Foundation Use

Deposit Form

Team/Club Name:_____ Date:_____

Depositor's Name:_____ Email:_____

Relationship to Team/Club: _____

Deposit Description/Activity: _____

CHECKS (List additional checks on the back or separate piece of paper)							
NAME		Check #	\$ AMOUNT	NAME		Check #	\$ AMOUNT
						TOTAL CHECKS	\$

COINS*	UNITS	TOTAL \$		CURRENCY*	UNITS	TOTAL \$	
	X 1¢	=			X \$1	=	
	X 5¢	=			X \$5	=	
	X 10¢	=			X \$10	=	
	X 25¢	=			X \$20	=	
	X 50¢	=			X \$50	=	
	X \$1	=			X \$100	=	
TOTAL COINS*		\$		TOTAL CURRENCY*		\$	

Grand Total (Checks + Coins + Currency) = \$_____

***CASH VERIFICATION (TWO COUNTERS SIGNATURES REQUIRED):** The undersigned certify that the above total coins/currency was exchanged between the team/club and Clairemont High School Foundation and properly accounted for.

Signature:_____ Name:_____ Amount: \$_____ Date:_____

Signature:_____ Name:_____ Amount: \$_____ Date:_____

For CHS Foundation Use Only: attach bank receipt

Date received::_____ Amount Received: \$_____ Cash Counted by: _____

Deposit date- Bank:_____ Deposit Signature: _____

Account: _____ Code:_____

Notes:

Clairemont High School 4150 Ute Dr. San Diego, CA 92117
Clairemont High School Foundation, a non-profit 501(c)(3)organization #33-0551164
CHSFoundation.info **ClairemontHSF@gmail.com**



Deposit Form Information

Any money raised under the CHS Foundation umbrella must be submitted to the Foundation Treasurer, to be deposited into the Foundation account, with this form.

For cash deposits, please have two signatures on the form verifying an accurate money count.

How To Submit:

Email us at ClairemontHSF@gmail.com to alert us that you have a deposit.

- Deposits- checks only- can be placed in an envelope with this signed form and put in the Foundation mailbox in the CHS Office or refer to the cash/coin options.
- Deposits with cash/coin options:
 - deliver in person to the monthly Foundation board meeting.
 - ask CHS Finance Clerk permission to leave it in the Finance Office at CHS.
 - hand deliver it to a CHS Foundation Board Member, count and sign.
 - use "donate" button on CHS Foundation website using a credit card and provide deposit details at checkout, PayPal fees apply
 - email us to make other arrangements

How To View Account Balance:

Each month we post updated account balances. To view, visit our website **CHSFoundation.Info**
From the home page top navigation bar go to Events:

HOME PAGE

- Events
 - Team/Club Donations
 - Team/Club Balances

How To Use Funds:

Submit a completed Payment Request form with receipts/invoices.