



Branham Sports Boosters (BSB)

Attn: Treasurer

1570 Branham Lane, San Jose, CA 95118

Email: treasurer@branhamsportsboosters.org

Website: branhamsportsboosters.org

Deposit Form

Instructions:

1. Complete this form for all BSB deposits and attach an envelope containing the funds. All CASH deposits MUST be counted with TWO people present and signatures are required.
2. Cash and checks should be deposited on the same day as collected if possible. If they cannot be deposited same day, then they MUST be deposited on the next business day. Deposit forms must include detailed reconciliation details. Deposits must be coordinated with BSB Treasurer.
3. Please note that we can only deposit checks written to Branham Sports Boosters. We CANNOT accept checks made out to Branham High School. It is YOUR responsibility to ensure checks are made out correctly when you collect them.

Counted By: _____ Email: _____

Counted By: _____ Email: _____

Date(s) Collected: _____ Date Submitted: _____

Program/Event Name: _____

Description: _____

Total Deposit \$ _____

Deposit Detail:

Checks (Enter check details on the back of this form if)

Number of checks _____

Check Total \$ _____

Paper Currency

\$100 Bills X _____ = \$ _____

\$50 Bills X _____ = \$ _____

\$20 Bills X _____ = \$ _____

\$10 Bills X _____ = \$ _____

\$5 Bills X _____ = \$ _____

\$1 Bills X _____ = \$ _____

Paper Currency Total \$ _____

Coin Currency

\$1.00 X _____ = \$ _____

\$0.25 X _____ = \$ _____

\$0.10 X _____ = \$ _____

\$0.05 X _____ = \$ _____

\$0.01 X _____ = \$ _____

Coin Currency Total \$ _____

FOR TREASURER'S USE ONLY:

Date received: _____

Date deposited: _____

Amount: _____

Program/Event: _____

Treasurer's initials: _____

#	Payer	Check #	Amount	#	Payer	Check #	Amount
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			