

Maple Grove Center
DEPOSIT SUMMARY FORM



Drawer Amount (always)	Cash:	Checks:	
	<i>coins</i>	<i>Name on Check</i>	<i>Amount</i>
\$100.00	0.01 _____	_____	_____
	0.05 _____	_____	_____
	0.10 _____	_____	_____
	0.25 _____	_____	_____
<i>From Receipt</i>	0.50 _____	_____	_____
# _____		_____	_____
	<i>bills</i>	_____	_____
	1.00 _____	_____	_____
<i>To Receipt</i>	5.00 _____	_____	_____
# _____	10.00 _____	_____	_____
	20.00 _____	_____	_____
	50.00 _____	_____	_____
	100.00 _____	_____	_____
	Total Cash \$ _____	Total Checks \$ _____	

Receipts Total \$ _____ **Total Deposit \$** _____ **Amount Over \$** _____
Amount Under \$ _____

Deposit Bag# _____
 Date _____
 Time _____ Prepared By: _____

** Please fill out Deposit Summary form & bank deposit ticket. Initial the deposit ticket next to the date.
 ** Make a copy of bank deposit ticket and send to Accounting, along with Deposit Summary Form, receipt copies, and all paper back-ups of sales/fees
 ** The only things that need to go in the bank deposit bag are the currency and the deposit ticket.