

# BRIARCLIFF HIGH SCHOOL ACTIVITY FUND

## CHECK REQUEST FORM (fill in top part of form only) (receipt must be attached)

Date: \_\_\_\_\_

Activity Account Name and Number: \_\_\_\_\_

Person Requesting Check/Advisor (Name & Signature):

\_\_\_\_\_

Student Treasurer (Name & Signature):

\_\_\_\_\_

Amount of Check: \_\_\_\_\_

Purpose: \_\_\_\_\_

Payable to: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Check will be returned to your mailbox**

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**For Office Use Only**

Approved By: \_\_\_\_\_

Principal's Signature

## BRIARCLIFF HIGH SCHOOL ACTIVITY FUND DEPOSIT SHEET

Activity Account Name: \_\_\_\_\_

Number: \_\_\_\_\_ Date: \_\_\_\_\_

Student Treasurer (Name & Signature) \_\_\_\_\_

Faculty Advisor (Name & Signature) \_\_\_\_\_

Proceeds From: \_\_\_\_\_ Receipt # \_\_\_\_\_  
(fund raiser, sales, donations, etc.)

### CHECKS (# of each)

### BILLS (# of each)

	@		= \$	Ones		x \$1.00	=
	@		= \$	Twos		x \$2.00	=
	@		= \$	Fives		x \$5.00	=
	@		= \$	Tens		x \$10.00	=
	@		= \$	Twenties		x \$20.00	=
	@		= \$	Fifties		x \$50.00	=
	@		= \$	Hundreds		x \$100.00	=
	@		= \$	<b>Total Currency</b>			
	@		= \$				
	@		= \$	<b>COINS (must be rolled)</b>			
	@		= \$	Pennies		x \$0.01	=
	@		= \$	Nickels		x \$0.05	=
	@		= \$	Dimes		x \$0.10	=
	@		= \$	Quarters		x \$0.25	=
	@		= \$	Fifty-Cent		x \$0.50	=
	@		= \$	Dollar Coin		x \$1.00	=
	@		= \$	<b>Total Coins</b>			

Total Deposit \$ \_\_\_\_\_ Sales Tax \$ \_\_\_\_\_

Total Deposit Less Sales Tax \$ \_\_\_\_\_

**(NOTE: SALES TAX COLLECTED SHOULD TOTAL .07375 TIMES THE AMOUNT OF SALES – SALES OF CLOTHING UNDER \$110 TAX RATE .03800)**

*Submit two copies of this form with deposit*