

St. Michael The Archangel Catholic Parish

Deposit Ticket

Ministry/Organization: _____
for example: Christian Ed., Sports Commission, School, etc.

Category: _____
for example: Journey, 5th Grade Boys Basketball, VSL, etc.

Purpose/Event: _____
for example: Registration Fee, Volleyball Clinic, Spirit Wear, Milk, etc.

Total Check Amount: \$ _____ -

Total Cash Amount: _____ -

Total Coin Amount: _____ -

Total Amount Enclosed: \$ _____ -

Person Submitting: _____
Signature/Printed Name

Date: _____

Verified by: _____

Note the following guidelines when preparing your deposit.

CHECKS: Endorse each check with St. Michael's endorsement stamp.

Attach either of the following:

Paper Method

- Adding machine tape detailing each check in the deposit.
- Please put checks in batches of 25, then total the batches.

Electronic Method

- Completed "Check Detail" excel worksheet. See worksheet tab at bottom of page.
- If using the Check Detail tab, place totals at increments of 25 checks.

An endorsement stamp is available for use in the Parish and Accounting offices.

CASH: Use the Cash/Coin recap below if entering directly into the worksheet or on the next page.

- The denominations for all Cash and Coin should be listed separately.
- If the cash received is for a registration or fee, complete the list below the Cash/Coin Recap to identify who paid with cash and the applicable amounts. Ensure the total of this section equals the sum of the Cash and Coin counts.

If you have any questions regarding your deposit, please contact the Parish Accounting Office at 402-3900.

Once completed return the following: checks, cash/coin, deposit ticket, adding machine tape or check detail sheet, and the cash/coin recap to the Accounting Office.

