

DEPOSIT DETAIL FORM

Please DO NOT hold checks, deposit immediately

Building: _____ **Deposit Total:** _____

\$ _____	Pre-K Tuition	100.0000.1311.____.090	
\$ _____	Deferred Revenue PRE-K	100.0000.9481.____.090	Use if this payment is for the next fiscal year
\$ _____	Enrichment Fees	100.0000.1705.____.000	
\$ _____	Outdoor School Fees	299.0000.1744.____.000	
\$ _____	MS Activity/Athletic Fees	100.0000.1742.____.000	
\$ _____	HS Activity/Athletic Fees	100.0000.1741.____.000	
\$ _____	Drama Gate Receipts	100.0000.1700.____.000	
\$ _____	Athletic Gate Receipts	100.0000.1710.____.000	
\$ _____	Contributions/Donations	100.0000.1920.____.000	Explain revenue source below
\$ _____	Miscellaneous	100.0000.1990.____.000	Explain revenue source below
\$ _____	Other: _____		

Brief Explanation of Revenue Source:

Amount Explanation (Donor Name, purpose, lost books, PTA Reimb, ASB Reimb, etc)
If this is a donation, please enter account number below for a budget increase.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

School will retain all back up required (check copies, roster, etc) to verify deposit is correct and accurate

Signature

Date

Additional Notes:

Attachments: _____ **Deposit Slip & Tape** (if you ran a tape for checks) _____ **Courier Sign out Sheet**

<https://www.wlww.k12.or.us/Page/420> (district website|departments|business office|reference materials)

Updated: August 2017