



SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT DEPOSIT FORM

Date of Deposit: _____

Deposit Total: _____

Business Office

School / Department: _____

Account / Class / Club / Sport: _____

Collected by (Teacher / Advisor): _____

Purpose / Event / Source of funds: _____

Student / Payor	Amount	Date Rec'd	Check #	Cash ✓
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Total for this page: _____

Total Deposit for all pages: _____

Form Completed by: _____

Date: _____

Directions: Advisors should submit collected money to the office of the Principal/Supervisor/Director within 24 hours of receipt, or the next available school day. **Checks over 14 days old must be accompanied by a written explanation for the delay.**

Once approved at the school / departmental level, forms should be sent to the Business Office for deposit. The paperwork will be returned to the school / department, along with the deposit confirmation.



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Student / Payor	Amount	Date Rec'd	Check #	Cash ✓
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
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Total for this page: _____

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