



# ST. FRANCIS XAVIER SCHOOL

## Deposit Report

Enclose cash and checks in an envelope, attach report, deliver to principal for budget code.  
Keep copy for your record.

Today’s Date: \_\_\_\_\_ Staff/Advisor Name: \_\_\_\_\_

**Deposit Total:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_ **Budget Code:** \_\_\_\_\_

**Principal Approved:** \_\_\_\_\_ **Office Posted:** \_\_\_\_\_

.....  
Notes/Purpose: \_\_\_\_\_

NAME	CASH	CHECKS	TOTAL
<b>TOTAL</b>			

