



**Greeley-Evans**  
Weld County School District 6  
1025 NINTH AVENUE | GREELEY, COLORADO 80631  
970-348-6000 | WWW.GREELEYSCHOOLS.ORG

FINANCE  
DEPARTMENT

## DEPOSIT ENVELOPE

School / Department: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher / Sponsor Name: \_\_\_\_\_

Event / Fundraiser / Reimbursement / Other:  
\_\_\_\_\_

Number of **Checks** \_\_\_\_\_ totaling \_\_\_\_\_

Amount of **Currency** totaling \_\_\_\_\_

Amount of **Coin** totaling \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING DEPOSIT ENVELOPE

1. Please complete above information.
2. Please complete Deposit Acknowledgement Form
3. Verify that all checks have been properly made out to the correct payee, (*District 6 – Site Name*), and have been endorsed by hand or with the deposit endorsement stamp. A stamp for the payee and an endorsement stamp may be available in the office.
4. Enclose in the envelope:
  - a. all monies (currency, coin and checks)
  - b. Money Collection Form
5. Attach Deposit Acknowledgement Form