

REVENUE RECORD SHEET & DEPOSIT FORM – Each item should receive its own line and similar items with different prices should be on a separate line. Please turn into the Business Office and make a copy for your records.

GRAYS HARBOR COLLEGE
ACTIVITY DEPOSIT FORM

Event Name: _____ Date: _____ Location: _____

Items for Sale (tickets, bake sale, services, etc.)	Qty Available	\$ Cost Per Item	# of Items Sold	Total Revenue \$'s
Seller Name:			TOTAL:	

DATE:	
AMOUNT:	COIN: \$
	CURRENCY: \$
	CHECK: \$
	TOTAL DEPOSIT: \$
ACTIVITY NAME:	
ACCOUNT NUMBER:	
CUSTOMER ID NUMBER/FEE CODE:	
SIGNATURE:	DEPOSITOR
SIGNATURE:	FACULTY/ADMINISTRATOR
OFFICE USE ONLY	
AMOUNT RECEIVED:	\$
RECEIPT #	
BY:	DATE:
NOTES:	

*** KEEP COPY FOR YOUR RECORDS***