



NEW BEDFORD PUBLIC SCHOOLS
 PAUL RODRIGUES ADMINISTRATION BUILDING
 455 COUNTY STREET
 NEW BEDFORD MA 02740
www.newbedfordschools.org

Finance & Operations
 Revised 1/2024

Deposit Information

From: _____
 Date: _____
 To: _____
 Money Bag # _____
 Deposit Type(s): _____

Chain of Custody

Received From: _____
 By: _____
 Date: _____ Time: _____

 Received From: _____
 By: _____
 Date: _____ Time: _____

Deposit Verification

At least 2 people need to count the funds before sending in the deposit. Initial below to verify compliance.

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Received From: _____
 By: _____
 Date: _____ Time: _____

 Received From: _____
 By: _____
 Date: _____ Time: _____

Finance & Operations Use Only

Deposit Summary

Amount recorded: _____
 Amount received: _____

Check Info	Cash Info

Required Documentation Submitted

Student Activity Account:

Form A	
Form D	
Deposit Slip	

Donation:

Donation Acceptance Form	
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Submitted to Bank: _____
 Submitted to City Hall: _____

Completed By: _____
