



OUSD Remittance Detail

Complete for all monies collected

To:	Business Services	Teacher name:	
From:		Grade:	

Enclosed please find:	\$
(total) collected from the following students for the purpose of...	

Please include below a class list that specifies whether cash or check was collected from each student. Please complete this form, and attach a Remittance Advice Form, and all cash & checks upon receipt and submit to the school Secretary or Clerk. All checks should be made payable to the Orinda Union School District (OUSD).

Student Name	Cash Amount	Check Amount
Subtotals:	\$	\$
Total Amount received:		\$



OUSD Remittance Advice

Complete for all monies collected

Employee Collecting Funds			
Deposit submitted by	Signature	Date Submitted	Amount
The purpose of funds collected			
Field Trips: Complete separate Remittance Advice Form for each field trip. Include this form, the Remittance Detail Form, and all cash & checks (payable to OUSD) and submit to School Secretary or Clerk immediately upon receipt.	Cash	\$	
	Checks	\$	
	Total Deposit	\$	

School Office Verification			
School:			
Deposit verified by	Signature	Date Verified	Amount
			\$

Account Code for Deposit							
Fund	Resource	Goal	Function	School	Yr	District Use	Object

OUSD Business Office Verification and Deposit			
Deposit verified/deposited by	Signature	Date verified	Amount verified
Date Deposited in Bank			