

Deposit # \_\_\_\_\_

### Deposit Form

(To be used when giving funds to the Treasurer)

Event \_\_\_\_\_

Date \_\_\_\_\_

Chairman \_\_\_\_\_

Phone No. \_\_\_\_\_

Person completing form \_\_\_\_\_

Phone No. \_\_\_\_\_

(Please be sure there are always 2 people counting money to protect the reliability of the count.)

*If the deposit reflects multiple budget lines items, please identify amount that should be credited to each item.*

\_\_\_\_\_

\_\_\_\_\_

Bills	# of	Amount
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total		

Total Bills \$ \_\_\_\_\_

Coins	# of	Amount
Dollar		
50 cents		
Quarters		
Dimes		
Nickels		
Pennies		
Total		

Total Coins \$ \_\_\_\_\_

Subtotal-all cash \$ \_\_\_\_\_

Total Checks \$ \_\_\_\_\_  
(list check information and denominations on back)

**Total Deposit** \$ \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Counter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_

Date \_\_\_\_\_

