

DEPOSIT REQUEST

Event/Fundraiser: _____

Received from: _____

Qty

Amount

_____ Checks (list detail on back) \$ _____

_____ 100's X \$100 \$ _____

_____ 50's X \$50 \$ _____

_____ 20's X \$20 \$ _____

_____ 10's X \$10 \$ _____

_____ 5's X \$5 \$ _____

_____ 2's X \$2 \$ _____

_____ 1's X \$1 \$ _____

Subtotal \$ _____

_____ Dollar coin X \$1 \$ _____

_____ 50 cent coin X \$0.50 \$ _____

_____ Qtrs X \$0.25 \$ _____

_____ Dimes X \$0.10 \$ _____

_____ Nickels X \$0.05 \$ _____

_____ Pennies X \$0.01 \$ _____

Subtotal \$ _____

Checks \$ _____

Bills \$ _____

Change \$ _____

Total Deposit \$ _____

Total Deposit \$ _____

Committee Member #1 Signature

Treasurer Signature

Date received: _____

Committee Member #2 Signature

Deposit date: _____

Funds should be submitted to the Treasurer within one week of receipt. Funds may be submitted directly to the Treasurer or may be deposited into a private account by a committee member and then submitted to Treasurer as a check or Chase Quick Pay. When handed directly, Treasurer will recount submissions of cash or multiple checks and note exceptions.

<u>Check #</u>	<u>Amount</u>	<u>Check #</u>	<u>Amount</u>
<u>Subtotal</u>	-	<u>Subtotal</u>	-
		GRAND TOTAL:	-

List individual check numbers and check amounts on this page. In the event of several checks for the same amount (such as for dues), the number of checks and their amount may be listed in lieu of individual checks and check numbers.

** Note: When Non-BVESA funds are used to stock cash box, these should be counted by 2 committee members prior to event and then counted and removed from cash box by 2 committee members prior to filling out the front of this form.