

# DEPOSIT FORM



Name \_\_\_\_\_ Date \_\_\_\_\_

Name on Check                      Check #                      Amount

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_
31. \_\_\_\_\_
32. \_\_\_\_\_
33. \_\_\_\_\_
34. \_\_\_\_\_
35. \_\_\_\_\_
36. \_\_\_\_\_
37. \_\_\_\_\_
38. \_\_\_\_\_
39. \_\_\_\_\_

**Cash Summary:**

\$1 X \_\_\_\_\_ = \_\_\_\_\_  
 \$2 X \_\_\_\_\_ = \_\_\_\_\_  
 \$5 X \_\_\_\_\_ = \_\_\_\_\_  
 \$10 X \_\_\_\_\_ = \_\_\_\_\_  
 \$20 X \_\_\_\_\_ = \_\_\_\_\_  
 \$50 X \_\_\_\_\_ = \_\_\_\_\_  
 \$100 X \_\_\_\_\_ = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

**Coin Summary:**

1¢ X \_\_\_\_\_ = \_\_\_\_\_  
 5¢ X \_\_\_\_\_ = \_\_\_\_\_  
 10¢ X \_\_\_\_\_ = \_\_\_\_\_  
 25¢ X \_\_\_\_\_ = \_\_\_\_\_  
 50¢ X \_\_\_\_\_ = \_\_\_\_\_  
 1.<sup>00</sup>¢ X \_\_\_\_\_ = \_\_\_\_\_  
 TOTAL = \_\_\_\_\_

Total # of Checks: \_\_\_\_\_  
*Count the actual checks to catch any overlooked checks.*

**Deposit Totals**

Checks: \$ \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Coins: \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**

Budget Items to be Credited	\$ Amount

\_\_\_\_\_  
 Executive Board Member Signature

\_\_\_\_\_  
 Second Signature for Cash Deposits

**For Treasurer's Use Only**

Dep Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Entered into Ledger/Accounting Software