

# Cash/Check Handling & Deposit Form

Please make a copy of this and any attached documentation for your own records!!!

DATE: \_\_\_\_\_

COMMITTEE: \_\_\_\_\_

Total Cash: \_\_\_\_\_

Total Checks: \_\_\_\_\_

**Total Deposit:** \_\_\_\_\_

**PLEASE ATTACH ANY FURTHER DOCUMENTATION... EXCEL FILE/REGISTER TAPE/PRINTOUT**

Cash Counted by Whom?  
MUST HAVE TWO

Printed name/title
Signature
Phone Number

Printed name/title
Signature
Phone Number

Board Member Receiving Cash

Printed name/title
Signature
Phone Number

Board Member Making Deposit

Printed name/title
Signature
Phone Number

DATE OF DEPOSIT

Staple Deposit Slip Here.