

# Elmwood Home and School

## Deposit Form

**Instructions:** This form must be completed and accompany any cash or checks turned over to the Treasurer for Deposit. Explain the source of funds. Expenses should not be deducted from event proceeds; rather, you need to fill out a separate Request for Payment for expenses incurred. By signing this form, you certify that you have turned over all money received for this Home and School event or function. (If more income is expected for this event, mark the appropriate box.) Seal deposit along with this form in an envelope marked with source of funds, and place in Home and School lockbox (main hallway) or give directly to Home and School Treasurer.

Today's Date: \_\_\_\_\_

Event or Source of Funds: \_\_\_\_\_

Total Amount in Cash: \_\_\_\_\_

Total Amount in Checks: \_\_\_\_\_ Number of Checks: \_\_\_\_\_

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

This is the only (or last) deposit expected for this function.

Additional deposit(s) are expected for this event / function.

Submitter Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### ***TREASURER USE ONLY***

*Treasurer: Attach proof of deposit to this form and obtain verification signature when needed.*

Account: \_\_\_\_\_ Date Received: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_ Date of Deposit: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_

Verification Signature: \_\_\_\_\_