



Deposit Request Form

To Be Completed By Requestor

Date of Request: ___/___/_____ Deposit Amount: \$ _____

Purpose/Description of Deposit: _____

**Prior to submitting this form, two adults must verify the deposit amount (count & total all cash and checks) and sign below.*

Signature 1: _____

Signature 2: _____

**You must include the total deposit (all cash and checks) when submitting this form.*

To Be Completed By Treasurer

Date Deposited: ___/___/_____

Credited to which budget item: _____

Comments: _____