



Deposit Form

Event/Donor: _____

For Benefit Of: _____

Date Submitted: _____

Submitted By: _____

Second Counter: _____

CURRENCY			AMT
COINS			
CASH	\$1 x	=	
	\$5 x	=	
	\$10 x	=	
	\$20 x	=	
	\$50 x	=	
	\$100 x	=	
CHECKS			
TOTAL DEPOSIT:			

Standard Practice

Submit separate deposit for each event/donor

Submit cash sorted and face up

Deposits greater than \$250 requires a second counter

Submit all deposits with form to the Church Office

Verified by Financial Secretary

Date	
Account	
Amount	