

**REQUEST FOR DEPOSIT
AND
CASH VERIFICATION FORM**

This form must be used for all club deposits!

ACTIVITY: _____ **DATE:** _____

ADULT ADVISOR: _____ **TELEPHONE:** _____

COINS

_____ **X .01 =** _____
_____ **X .05 =** _____
_____ **X .10 =** _____
_____ **X .25 =** _____
_____ **X .50 =** _____
_____ **X 1.00 =** _____

TOTAL \$ _____

CURRENCY

_____ **X \$ 1 =** _____
_____ **X \$ 5 =** _____
_____ **X \$ 10 =** _____
_____ **X \$ 20 =** _____
_____ **X \$ 50 =** _____
_____ **X \$ 100 =** _____

TOTAL \$ _____

CHECKS (Include adding machine tape of itemized checks)

TOTAL \$ _____

TOTAL AMOUNT \$ _____

Verification Signatures must be done before leaving event. (2 Members & Adult Advisor)
Treasurer's signature and date must be done at time of receipt of all funds to be deposited.

Signature: x _____ **Signature:** x _____

Adult Advisor's Signature: x _____

Total Amount Received \$ _____

Club Treasurer's Signature: x _____

Date of receipt of funds: _____