

PROJECT GRADUATION – DEPOSIT DOCUMENTATION

CHECKS

#	Last Name	Check #	Dining Certificate ID Number	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
Check Total =				\$

CASH

Number of bills	Amount	
	x \$100	
	x \$50	
	x \$20	
	x \$10	
	x \$5	
	x \$2	
	x \$1	
Bill Total =		\$

Number of coins	Amount	
	x 100¢	
	x 50¢	
	x 25¢	
	x 10¢	
	x 5¢	
	x 1¢	
Coin Total =		\$

Grand Total =

Required Signatures and Date:

1 _____

2 _____

Source of Money: _____ Event Date: _____
could be event or activity name or budget line item

----- **Treasurer's Notes** -----

Date received: _____ Amount Deposited: _____ Date Deposited: _____

Notes: _____