

# **Deposit Cover Sheet**

(To be filled out by Committee Chairperson for every deposit made.)

Committee: \_\_\_\_\_

Total Cash: \_\_\_\_\_

Total Check: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Signature of Committee Chair:

\_\_\_\_\_

If your committee requires you to collect money, please use the **Check Detail Form** to list all checks received. Then, total your collections and use this form as the cover sheet. Submit both forms to the Treasurer or Assistant Treasurer, *within 24 hours*.