

Deposit Cover Sheet - Membership

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

Committee: Membership / Scholastic

Total Cash: _____ / _____

Total Check: _____ / _____

Grand Total: _____ / _____

Combined Deposit Total: _____

Signature of Committee Chair:

If your committee requires you to collect money, please use the **Check Detail Form** to list all checks received and the **Cash Receipt Form** to list all cash 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*.