

## Deposit Form - Annual Campaign

Fill out this form completely and have a second volunteer verify your deposit. After verifying the deposit amount, sign your names at the bottom. When complete, contact the PAC Treasurer to process your deposit.

Week of: \_\_\_\_\_

**Cash** - Organize all cash into denominations listed below with *all bills facing the same direction*. Group bills as follows: \$1's (\$25 or \$100) \$5's (\$100) \$10's (\$250) \$20's (\$500). Place all loose coins in a plastic bag.

### Coins

\_\_\_\_\_ x 1¢ = \_\_\_\_\_

\_\_\_\_\_ x 5¢ = \_\_\_\_\_

\_\_\_\_\_ x 10¢ = \_\_\_\_\_

\_\_\_\_\_ x 25¢ = \_\_\_\_\_

\_\_\_\_\_ x 50¢ = \_\_\_\_\_

\_\_\_\_\_ x \$1 = \_\_\_\_\_

### Currency

\_\_\_\_\_ x \$1 = \_\_\_\_\_

\_\_\_\_\_ x \$5 = \_\_\_\_\_

\_\_\_\_\_ x \$10 = \_\_\_\_\_

\_\_\_\_\_ x \$20 = \_\_\_\_\_

\_\_\_\_\_ x \$50 = \_\_\_\_\_

\_\_\_\_\_ x \$100 = \_\_\_\_\_

**Coins Total \$** \_\_\_\_\_

**Currency Total \$** \_\_\_\_\_

**Checks** - Organize checks into sets of equal denominations (i.e. all \$15 checks together) and list by number of checks in each denomination. Include adding machine tape when deposit has over 50 checks. Write in activity/event on memo for all checks in case of insufficient funds. Make sure all checks are payable to Fremont PAC, signed and have dollar and written amounts that are equal. The bank will deposit the amount that has been written out versus the dollar amount.

\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

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\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ = \_\_\_\_\_

**Other \$** \_\_\_\_\_

**Checks Total \$** \_\_\_\_\_

**Pay Pal Total \$** \_\_\_\_\_

**Grand Total** \_\_\_\_\_

**Verification:** Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

For Treasurer Use: Amount Received: \$ \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_