



# DEPOSIT FORM

## IMPORTANT!!

**THIS FORM MUST BE COMPLETED AND ACCOMPANY ALL DEPOSITS**

- *Only checks may be dropped in the Foundation drop box at Mission Vista High School Main Office.*
- *Checks must be made payable to MVHS Timberwolves Foundation.*
- *The booster group's name must be in the memo section of each check, otherwise it will be deposited into the Foundation's general fund.*
- *If the deposit includes cash call the Foundation Treasurer for pickup.*
- *The booster group is recommended to make copies of all checks and attach to the deposit form.*
- *A deposit receipt is suggested and is the only proof the treasurer has received the deposit.*
- *All currency must be sorted according to denomination.*
- *Incomplete deposit slips will be returned (with money) and not be deposited until completed.*
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Booster group name: \_\_\_\_\_ Date: \_\_\_\_\_

**Identify the source of donation** (donation, program, raffle, fundraiser, banquet, spirit wear, other-description):

CURRENCY	Amount	COIN	Amount	Amount of Deposit	
\$100 x	\$	0.25 x	\$	TOTAL Currency:	\$
\$50 x	\$	0.10 x	\$	TOTAL Coin:	\$
\$40 x	\$	0.05 x	\$	TOTAL Checks:	\$
\$20 x	\$	0.01 x	\$		
\$10 x	\$				
\$5 x	\$				
\$2 x	\$				
\$1 x	\$				
<b>CASH TOTAL:</b>	\$	<b>COIN TOTAL:</b>	\$	<b>TOTAL DEPOSIT:</b>	\$

Date Received By Treasurer: \_\_\_\_\_