

# IMHOTEP INSTITUTE CHARTER HIGH SCHOOL BANK DEPOSIT TRANSMITTAL FORM

Deposit Date: \_\_\_\_\_

Deposit Amount: \$ \_\_\_\_\_

Deposited To:

General Account

Student Activities

Umoja Dollars for Scholars

NSLP

Event	Description	Cash Amount	Credit/Debit Amount	Check Amount
Class Dues				
Class Fundraising				
Food Services				
Rental of the Building				
Donation/Contributions				
Class Trips				
School Uniform				


Comments:

Copies of all checks must be submitted to the Business Manager along with this tra

Depoit Prepared by:

Deposit Prepared by:

Signature

\_\_\_\_\_

Signature

\_\_\_\_\_

Petty Cash Account

Check #	MEMO


inmittal

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revised 7/6/2017