

## MKESA Deposit Form

 $\label{this form...} \textbf{to deposit cash / checks on behalf of MKESA}.$ 

Instructions: Complete form, print & sign. Include completed form with cash/checks for deposit. Please organize your deposit by dollar value so it can be reviewed quickly. Please make arrangements with the MKESA Depositor to ensure timely deposit:

Contact Info: Alex Smoller alex@smoller.com (917) 686-0819

Date:							
Your Name:							
Event	/Project:						
Cash A	Amount (See Cash Count Recor	d): \$	_				
Check	Amount:	\$					
Total amount to be deposited:		\$					
Total Number of Checks:							
IF YOU ALREADY HAVE A LIST WITH THE FOLLOWING INFORMATION, YOU CAN ATTACH IT TO THIS FORM							
#1	Check Number	_ Check amount:	\$				
#2	Check Number	_ Check amount:	\$				
#3	Check Number	_ Check amount:	\$				
#4	Check Number	_ Check amount:	\$				
#5	Check Number	_ Check amount:	\$				
#6	Check Number	_ Check amount:	\$				
#7	Check Number	_ Check amount:	\$				
#8	Check Number	_ Check amount:	\$				
#9	Check Number	_ Check amount:	\$				
#10	Check Number	_ Check amount:	\$				
#11	Check Number	_ Check amount:	\$				

#12	Check Numbe	r	Check amount:	\$	
Add a	dditional pages (	as necessary c	or separate spreadshe	et / list.	
Signa	ture of Depositor	r evidencing re	eview:		
				/	
Signe				/ Date	Rev: 3/22
<u>Cash</u>	Count Reco	<u>rd</u>			
Thank	you for leading	your event! P	lease read this form o	ompletely before counting.	
<ol> <li>Se</li> <li>Re</li> <li>Ca</li> <li>Ca</li> <li>Sig</li> <li>WI</li> <li>Amou</li> </ol>	cord the number Iculate the dollar Iculate the total In on Event Coor Inen finished, kee Int" below to the	r of <b>bills</b> (not or r amount of ea dollar amount dinator's line. ep bills separate e "Cash Amou	nt" line on the "MKES	type below.	it cash to Depositor
1's)		X 1 =	\$		
5's)		X 5 =	\$		
10's)		X 10 =	\$		
20's)		X 20 =	\$		
50's)		X 50 =	\$		
100's		X 100 =	\$		
	Total	Dollar Amoun	t: \$		
Event	Coordinator's Si	ignature:			

Depositor's Signature (verifying agreement of count):

\_\_\_\_\_

<sup>\*</sup>If Depositor's and Event Coordinator's totals do not agree, each repeats count procedures until totals agree. Depositor only signs after all totals agree and Event Coordinator has noted, corrected and initialed any errors.