

MKESA Deposit Form

Use this form... 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 Amount (See Cash Count Record): \$ _____

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:	\$ _____

Add additional pages as necessary or separate spreadsheet / list.

Rev: 3/22

Depositor's Signature (verifying agreement of count):

*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.