

MKESA Deposit Form



Use this form to: 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: Alex Smoller | alexsmoller@gmail.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: \$ _____

#12 Check Number _____ Check amount: \$ _____

#13 Check Number _____ Check amount: \$ _____

#14 Check Number _____ Check amount: \$ _____

#15 Check Number _____ Check amount: \$ _____

Add additional pages as necessary or separate spreadsheet/list.

Signature of Depositor Evidencing Review:

_____ / _____ Signed Date

CashCountRecord

Thank you for leading your event! Please read this form completely before counting.

To count cash:

1. Separate the bills into 1's, 5's, 10's, 20's, 50's, and 100's.
2. Record the number of bills (not dollar amount) of each type below.
3. Calculate the dollar amount of each bill type and record below.
4. Calculate the total dollar amount and record below.
5. Sign on Event Coordinator's line.
6. When finished, keep bills separated by bill type (rubber band, envelope, etc.), transfer "Total Dollar Amount" below to the "Cash Amount" line on the "MKESA Deposit Form", and submit cash to Depositor for count verification. Depositor should count cash in the presence of the Event Coordinator.

1's) _____ X 1 = \$ _____

20's) _____ X 20 = \$ _____

5's) _____ X 5 = \$ _____

50's) _____ X 50 = \$ _____

10's) _____ X 10 = \$ _____

100's) _____ X 100 = \$ _____

Total Dollar Amount: \$ _____

Event Coordinator's Signature: _____

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.