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: **Mike McGuirk** mikemcguirk@gmail.com *(718) 788-1605*

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:	$ _____

Add additional pages as necessary or separate spreadsheet / list.

Cash Count Record

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   = $_____

5's) _____   X 5   = $_____

10's) _____   X 10   = $_____

20's) _____   X 20   = $_____

50's) _____   X 50   = $_____

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.