

## DEPOSIT FORM

### Family-Faculty Connection of Dingeman Elementary School

- 1) **Two signatures** of a parent or guardian of a Dingeman student are required.
- 2) Neither the Treasurer, Deposit Secretary, nor Auditor may sign.
- 3) Two people sharing the same address also cannot sign this form.
- 4) If you are the second signer, please make sure you recount and verify the deposit amount.
- 5) It is important that you use a new form if you make a mistake. No crossouts or initialed changes, please.

*(Please use approved Budget line item name for proper accounting)*

**Date:** \_\_\_\_\_ **Credit To:** \_\_\_\_\_

Checks Total:      \$ \_\_\_\_\_ # of Cks      (      )      Submitted/Counted by: \_\_\_\_\_  
*print name*

Cash (notes) Total:      \$ \_\_\_\_\_      **X** \_\_\_\_\_  
*signature*

Cash (coins) Total:      \$ \_\_\_\_\_      Recounted/verified by: \_\_\_\_\_  
*print name*

**Total deposits:**      \$ \_\_\_\_\_  
\_\_\_\_\_

**Bank Deposit Made By:** \_\_\_\_\_  
*print name*

**Attach this form to your deposit and  
e-mail the deposits secretary at [deposits@dingeman.net](mailto:deposits@dingeman.net)**

**Date Deposited:** \_\_\_\_\_  
rev 8/2025

Current Deposit Secretary:

- 1) Deposit Funds to the Bank
- 2) Email Treasurer deposit form and bank receipt
- 3) Email FFC president and/or committee chair copies of the form and receipt
- 4) Maintain the hard copies in FFC filing cabinet/upload to Google drive