

2022 - 2023 DEPOSIT FORM
Dingeman Elementary School FFC

- 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: \$ _____
X _____

Bank Deposit Made By: _____
print name

Date Deposited: _____
rev 8/2022

Attach this form to your deposit and e-mail Ivy Lam at meu118@hotmail.com

- 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