



Deposit Voucher Form

2020-2021

- All cash and checks must be delivered to the **school office** with this form filled out and placed in an envelope addressed to the BPC Treasurer.
 - Cash should be sorted by denomination and placed in an envelope with a bill count.
 - Checks include a spreadsheet containing the last name on the check, student's name, check number and check amount. Please no staples.
 - **All checks must be payable to Brook Park Council or BPC.**
 - When advertising/collecting money, please note *"NSF" fees are payee's responsibility.*
 - Questions? bpctreasurer01@gmail.com or www.brookparkcouncil.org
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Date:		
Name:		
Phone Number &/or Email:		
Event Name:		
Committee Name:		
	TOTAL \$ AMOUNT	TOTAL # OF ITEMS
CASH		
CHECKS		

TREASURER'S NOTES

DATE RECEIVED: _____

DEPOSIT AMOUNT: _____

DEPOSIT DATE: _____

TRANSACTION #: _____

The Brook Park Council is a 501(c)(3) tax-exempt organization. Our Illinois tax exemption identification number is E9948-2738-04.

Updated 6/5/20

Questions? bpctreasurer01@gmail.com or <http://www.brookparkcouncil.org>