

# LAGUNA CREEK CARDINALS BOOSTER CLUB DEPOSIT FORM --- CASH AND CHECKS

Event:	Date of Event:
Group:	
Volunteer Contact:	Phone Number:
Registered Teacher/Coach's Name:	

**CHECKS:**

Number of Checks		<i>Total Check Value</i>	
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**CASH:**

		Quantity		Total
\$100.00	X		=	
\$50.00	X		=	
\$20.00	X		=	
\$10.00	X		=	
\$5.00	X		=	
\$1.00	X		=	
Coins			=	
		*Total Coins		
		<b>Total Value Cash</b>		<b>\$ 0</b>

**TOTAL DEPOSIT CHECKS AND CASH FOR THIS EVENT**

Please note that all checks submitted for deposit must be made out to **LCHS Boosters** only. The Bank will not accept any other names as payees. Please check for accuracy prior to deposit. \$

All Cash Deposits must be counted by 2 representatives from your organization. All cash should be counted, verified, and sealed in an envelope with signatures over the seal from both verifiers. Make a copy of this document for your records and include the original in the sealed envelope. All cash deposits must be made within 5 days of events.

**Not Req.**

Signature of Verifier #1	Phone	LCHS Controller/Date placed in secure box in LCHS Controller's Office
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**Not Req.**

Signature of Verifier #2	Phone	Initials, Date and Time of contact with Treasurer for pick up
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Deposit Arrangements: Choose 1

Call Booster Treasurer to arrange pick up from LCHS Controller's Office

Call Booster Treasurer to arrange for exchange between verifier and LCHS Booster Treasurer

Comments:

**CBC Use Only**

Date Deposit Received:		
Documentation Verified:		
Treasurer Initials:		