

# JMMS PATT BANK DEPOSIT REPORT

EVENT: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

SPECIFIC DESCRIPTION OF SOURCE: \_\_\_\_\_

FINAL REPORT? YES OR NO (circle one)

Cash – by denomination:

Quantity:	_____	X	\$100.00 =	_____
	_____	X	\$50.00 =	_____
	_____	X	\$20.00 =	_____
	_____	X	\$10.00 =	_____
	_____	X	\$5.00 =	_____
	_____	X	\$2.00 =	_____
	_____	X	\$1.00 =	_____
	_____	X	\$0.50 =	_____
	_____	X	\$0.25 =	_____
	_____	X	\$0.10 =	_____
	_____	X	\$0.05 =	_____
	_____	X	\$0.01 =	_____

**Cash Total:** \$ \_\_\_\_\_

**Total number/amount of checks:** \_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total:** \$ \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone No: \_\_\_\_\_  
(Event Chairperson)

Witnessed by: \_\_\_\_\_ Phone No: \_\_\_\_\_

- Note:
- All checks should be made payable to PATT and stamped on the back with the endorsement stamp.
  - Bills should be bundled with wrappers and coins wrapped whenever possible.
  - Complete a bank deposit slip.
  - Give the original form, deposit slip, cash, and checks to an officer of the PATT or place, in a labeled bag or envelope, in the PATT locker.
  - **Within 24 hours**, contact a PATT officer to make deposit.
  - Keep a copy of this form and the deposit slip for your records.

Please send request form to the PATT treasurer.  
 Lori Jorgenson                      [lorijorgenson8504@gmail.com](mailto:lorijorgenson8504@gmail.com)                      (h)330-833-3462                      (c)330-412-6748

FOR TREASURER USE ONLY:  
 CATEGORY: \_\_\_\_\_ DEPOSIT DATE: \_\_\_\_\_