

# 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:** \_\_\_\_\_ \$ \_\_\_\_\_

**Start Up \$:** - \$ \_\_\_\_\_

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

Prepared by: \_\_\_\_\_  
(Event Chairperson)

Phone No: \_\_\_\_\_

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

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FOR TREASURER USE ONLY:

CATEGORY:

DEPOSIT DATE: