

Deposit Receipt

Please complete all sections

Instructions:

- Please download this form and save it on your desktop for your record.
- Please use one form for your deposit. You can use this form for deposits of both cash and/or multiple checks. You can use this form to deposit funds to various accounts. Please add a second sheet if you run out of space.
- Please complete this form, print it out, and submit it along with the relevant cash/check(s) to the LEAD Center Front Desk.
- Do not email this document. It must be submitted to the LEAD Center. **Make sure you get a printed receipt for your deposit.**

Date: _____

Deposited By: _____

Name of Department/Group: _____

Phone Number/Email Address: _____

Source of Income(s):

Amount to be Deposited:

	CASH:	\$
CHECKS: #		_____
#		_____
#		_____
#		_____
#		_____
#		_____
	TOTAL TO BE DEPOSITED:	_____

Account(s) to be Credited:

Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____
Code: _____	Amount: _____

Received by: _____

Date: _____