

Summary Sheet for Deposits

Project Name: _____

Date of Deposit: _____

Total Deposit Amount: _____

Cash Total: _____

Check Total: _____

Check #	Check Description/From	Amount

****USE SPACE ON BACK IF NECESSARY TO LIST MORE CHECKS**

****PLEASE ATTACH A COPY OF EACH CHECK**

****PLEASE ATTACH A COPY OF THE RECEIPT**

Processed by: _____

Date of Event if applicable: _____

Date Submitted: _____