

# 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: \_\_\_\_\_