



# MPHS FOUNDATION DEPOSIT FORM

- This form is required with any deposit made to Myers Park High School Foundation.
- All checks should be made payable to Myers Park High School Foundation, with the donation purpose written in the memo line if possible.
- Cash should be counted by two people immediately (same day), as noted below.
- Please put the deposit and this form in a sealed envelope with MPHS Foundation Assistant Treasurer on the front and hand deliver to 1 person on the Treasurer Team: Steve Larson, Christie Hinshaw or Natasha Scrivener (949-887-8573). Alternatively, it can be handed to Jane Eubanks or Christine Parbst in the MPHS front office to be placed in the PTSO safe. Please email [mphsfoundationfinance@gmail.com](mailto:mphsfoundationfinance@gmail.com) or text/call 949-887-8573 on the day of drop off.
- Questions? Contact the MPHS Foundation Treasurer at [mphsfoundationfinance@gmail.com](mailto:mphsfoundationfinance@gmail.com)

DATE: \_\_\_\_\_ COMMITTEE: \_\_\_\_\_

DEPOSIT PURPOSE: \_\_\_\_\_

CURRENCY:	Quantity	Amount
\$100	_____	_____
\$ 50	_____	_____
\$ 20	_____	_____
\$ 10	_____	_____
\$ 5	_____	_____
\$ 1	_____	_____

TOTAL CURRENCY: \$ \_\_\_\_\_

CHECKS:	Check Number	Check Date	Check Donor	Check Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL CHECKS: \$ \_\_\_\_\_

**TOTAL DEPOSIT: \$ \_\_\_\_\_**

Deposit Submitted by: \_\_\_\_\_ Email & Cell: \_\_\_\_\_

Cash Count Verified by (please print): \_\_\_\_\_ AND \_\_\_\_\_

**ASSISTANT TREASURER'S USE ONLY:** Date Received \_\_\_\_\_ Total Deposit \_\_\_\_\_