



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. Alternatively, it can be turned into the front desk in the MPHS front office to be placed in the PTSO safe. Please email mphsfoundationfinance@gmail.com.
- Questions? Contact the MPHS Foundation Treasurer at 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 _____