

Friends of Arizona Archives
Deposit Notice

Your Name _____ Phone _____

Date Submitted _____

Project _____

Total Amount \$ _____

Specific Description of Source (*ex: meeting registration; lunch payments*)

Complete the following information for your deposit

<i>Cash</i>		<i>Checks</i>	
\$20	x _____ = _____		
\$10	x _____ = _____		
\$ 5	x _____ = _____		
\$ 1	x _____ = _____		
.25	x _____ = _____		
.10	x _____ = _____		
.05	x _____ = _____		
.01	x _____ = _____		
Total Cash	\$ _____	Number of Checks	_____
		Total Checks	\$ _____

Accepted by Treasurer _____ Date _____

For Treasurer's Use Only

Account _____ Transaction ID _____ Deposit Date _____ Logged _____

Friends of Arizona Archives
Cash Box Request
Complete One Form per Cash Box or Cash Belt

Your Name _____ Phone _____

Project _____

Date Submitted _____

Date Needed _____

Specific location for this change request (*ex: Archives Week Event*):

Change Requested:

$\$10 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$\$ 5 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$\$ 1 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$.25 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$.10 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$.05 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
$.01 \times \underline{\hspace{1cm}} = \underline{\hspace{2cm}}$
<i>Total for this box \$</i> _____

Note:

Use one copy of this form to record the box(es) set up for this event and to act as support for the bank withdrawal.

Have each box verified by a volunteer before the event begins. At the end of event, the remaining money should be recorded on a deposit form.

Total All Change \$ _____

Approved by FAZA Officer _____ Date _____

Verified by Event Volunteer _____ Date _____

For Treasurer's Use Only

Account _____ Withdrawal # _____ Date _____ Logged _____

Friends of Arizona Archives
Deposit Split
Accounting for a large deposit

Your Name _____ Phone _____

Date Submitted _____

Total Deposit Amount _____

Account	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cash Total	_____
Check Total	_____
Deposit Total	_____
# of Checks	_____

Accepted by Treasurer _____ Date _____

For Treasurer's Use Only

Transaction ID _____ Deposit Date _____ Logged _____
