



TEAMWORK - INTEGRITY - COMPASSION - EXCELLENCE

PROCEDURE FOR DEPOSITING FUNDS:

1. Fill out one or more of the Lakota East Upbeat Club Deposit Forms.
2. Add up the check total and cash total from the deposit forms for the entire deposit.
3. Count the cash and calculate the check total from the actual checks.
4. If the totals from 2) and 3) do not match, you have one or more errors to correct. Correct your error until the totals match.
5. Once your totals match, sign the form and promptly turn the money over to the Treasurer for deposit.



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DEPOSIT FORM

Instructions:

1. Use this form to submit checks and/or cash to the Treasurer for deposit into the Lakota East Upbeat Club account. Make copies as needed. Please use a separate form for each committee.
2. Submit completed form at a monthly Upbeat Club meeting, or to Maria Wiedwald (777-9433). Cash deposits *must* be made in person.

Name: _____ **Date of Event:** _____

Email: _____

Activity: _____ **Phone:** _____

Count Verified by: _____

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

| | | | | |
|-------------------------|---|-----------------|---|----------|
| _____ | x | \$100.00 | = | \$ _____ |
| _____ | x | \$50.00 | = | \$ _____ |
| _____ | x | \$20.00 | = | \$ _____ |
| _____ | x | \$10.00 | = | \$ _____ |
| _____ | x | \$5.00 | = | \$ _____ |
| _____ | x | \$1.00 | = | \$ _____ |
| Total All Coins* | | | = | \$ _____ |

Total All Checks (listed on attached sheet) = \$ _____

TOTAL \$ _____

Treasurer's Verification \$ _____

Treasurer's Signature _____

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ _____

Date Verified: _____ Date Deposited: _____

| TOTAL ALL COINS | | | |
|-----------------|---|--------|----------|
| _____ Dollars | x | 1.00 = | \$ _____ |
| _____ Halves | x | 0.50 = | \$ _____ |
| _____ Quarters | x | 0.25 = | \$ _____ |
| _____ Dimes | x | 0.10 = | \$ _____ |
| _____ Nickels | x | 0.05 = | \$ _____ |
| _____ Pennies | x | 0.01 = | \$ _____ |



LAKOTA EAST BANDS

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Lakota East Upbeat Club Deposit Form

Date: _____

Activity: _____

Signature: _____
(Committee Chair or responsible party)

Receipt: _____
(Lakota East Upbeat Club Treasurer)

(For large number of payers)

| | Name of Payer | Check # | Check Amount | Cash Amount |
|----|--------------------|---------|-------------------|-------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| | Check Total | | Cash Total | |

GRAND TOTAL _____

Lakota East Upbeat Club Reimbursement/Payment Form

Instructions:

1. Ensure all expenditures are approved BEFORE requesting reimbursement. Refer to the Lakota East Upbeat Club Spending Policy for a complete set of guidelines on expenditures.
2. Complete the form as indicated.
3. Attach invoices (bills/receipts/purchase orders) to completed form.
4. Bills or receipts are required for reimbursements. Please make a copy for your own records before submitting form.
5. The Lakota East Upbeat Club is TAX-EXEMPT. Sales tax is NOT reimbursable.
6. Submit completed form to the Lakota East Upbeat Club Treasurer at the monthly Upbeat Club meeting, by email: Treasurer@lakotaeastbands.org, or by U.S. mail:

Lakota East Upbeat Club Treasurer
PO Box 1686
West Chester, OH 45071-1686

Date of Request: _____

Name: _____

Committee: _____

Address (including ZIP code): _____

Phone: _____

Activity: _____

Make check payable to: _____

NOTE: The Lakota East Upbeat Club is TAX-EXEMPT. Sales tax is NOT reimbursable.

Reimbursement/Payment Detail

Description:

Amount:

| | |
|--|------------------------|
| | \$ _____ |
| | \$ _____ |
| | \$ _____ |
| | Total: \$ _____ |

For Treasurer Use: Check # _____ Check Date: _____

Account Description: _____