



# Request for Deposit

To request that income be deposited:

- Fill out this form.
- Attach the cash or check(s) to be deposited or the documentation of a direct deposit.
- Submit the form for approval to the chair of the committee of the income account.
- Submit the form to the AAUW branch Treasurer.

Questions? Call or email the Treasurer before submitting the request.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Direct deposit

Total deposit: \_\_\_\_\_ Account: \_\_\_\_\_ Subaccount: \_\_\_\_\_

### Checks

From	Amount	Date	Check #

Total checks: \_\_\_\_\_ Account: \_\_\_\_\_ Subaccount: \_\_\_\_\_

### Cash

Coins	Number	Amount	Bills	Number	Amount
\$0.01			\$1		
\$0.05			\$2		
\$0.10			\$5		
\$0.25			\$10		
\$0.50			\$20		
\$1.00			\$50		
			\$100		

Total cash: \_\_\_\_\_ Account: \_\_\_\_\_ Subaccount: \_\_\_\_\_

Counted by: \_\_\_\_\_ Verified by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Deposited by: \_\_\_\_\_ Date: \_\_\_\_\_