

BGPA Deposit Form

Year: _____

INSTRUCTIONS

Step 1: Please complete the following form in its entirety.

Step 2: Include all checks and money in an envelope addressed to **BGPA Treasurer**. Write the name of your committee on the envelope. Note: Reimbursement requests must be completed separately.

Step 3: Contact the BGPA treasurer to make arrangements for pick up or drop off.

Date: _____

Name: _____ Phone: _____

Committee: _____

Bill Amt. Number Total

\$100.00 x _____ = _____

\$50.00 x _____ = _____

\$20.00 x _____ = _____

\$10.00 x _____ = _____

\$5.00 x _____ = _____

\$2.00 x _____ = _____

\$1.00 x _____ = _____

Coin Amt. Number Total

\$1.00 x _____ = _____

\$0.50 x _____ = _____

\$0.25 x _____ = _____

\$0.10 x _____ = _____

\$0.05 x _____ = _____

\$0.01 x _____ = _____

Total (Bills) _____

Total (Coins) _____

Currency: Total _____ (Please itemize bills/coins above)

Checks: Total _____ (Attached itemized list with name on check, check #, amount. Money orders included)

Total amount of deposit: _____

Chairperson Signature: _____