

# DONATIONS DEPOSIT REMITTANCE FORM

To: Teresa Garcia, Fiscal Services, Bay B

Department/School Site: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Funds Received: \_\_\_\_\_

**\* If applicable, please attach a copy of the award letter or information received with the donation.**

**\* It is the site/department's responsibility to send a thank you letter for the donation received.**

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Deposit funds into the following budget: 01-9305-0-8699-\_\_\_\_ -0000-0000-000-\_\_\_\_  
site *L-2 (see below\*)*

Budget funds into the following budget: 01-9305-0-\_\_\_\_ -\_\_\_\_ -\_\_\_\_ -\_\_\_\_ -000-\_\_\_\_  
obj site goal fnct *L-2 (see below\*)*

*\* L2 - 714 (general donations); 728 (Project Dream); 738 (Intel Foundation); 740 (RCA Community); 756 (Health Sports); 757 (Geo Academy); 770 - (Police Services); 820 (Scholarship Fund)*

<b>CURRENCY</b>	100's _____ = _____	<b>COINS</b>	Dollars _____ = _____
	50's _____ = _____		Halves _____ = _____
	20's _____ = _____		Quarters _____ = _____
	10's _____ = _____		Dimes _____ = _____
	5's _____ = _____		Nickels _____ = _____
	1's _____ = _____		Pennies _____ = _____

**CHECKS** # of Checks Received \_\_\_\_\_ = \_\_\_\_\_ Total Amount of Checks

*(Attach  
copies of  
Checks)*

\_\_\_\_\_ **TOTAL AMOUNT SUBMITTED**

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Signature of Principal or Administrator: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Cash must be personally delivered to Teresa Garcia, Fiscal Services, Bay B.**

Thank you!