## Cash-In Form

Please complete this form and place it with cash, coin, and checks in a sealed envelope before giving it to the Church Administrator or Office Assistant for deposit. Write “Deposit for (name of your committee)” on the outside of the envelope.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This money is for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cash \_\_\_\_\_\_\_

Account money is to be deposited to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Coin \_\_\_\_\_\_\_

Persons who counted the money \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Checks \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(All cash to be counted by two people.) TOTAL AMT ENCLOSED: \_\_\_\_\_\_\_

Office Use:

Total confirmed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Staff or Officer) rev. 2007-04-04

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Persons who counted the money \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Checks \_\_\_\_\_\_\_

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