

MOUNT BACHELOR QUILTERS GUILD DEPOSIT FORM

Date Submitted to Treasurer _____

Name of Person Collecting Guild Funds _____

Member Name or Company	Committee or Purpose	Check Number	Amount
Subtotal from attached sheets			
	Total Deposit		

- Instructions:**
1. Provide a detailed purpose (20xx member dues, 20xx Retreat, Jane Doe’s Workshop)
 2. List individual check numbers; list “cash” if payment in cash and attach copy of cash receipt
 3. Review all checks - date < 6 months old, payable to MBQG, signature.
 4. List each check on a separate line
 5. Put all checks and cash in an envelope and attach to this form

To be completed by Treasurer: Date Deposited _____
