

Deposit Form Instructions

Committee Chairpersons:

Download and complete the Deposit Form [here](#).

Please **DO NOT send CASH**. If you receive cash, please send a check in its place.

To complete the form...

1. List the activity for which the money should be credited.
2. List the name from each check, the check amounts, and provide the total amount being deposited.
3. Mail the form and the checks to the treasurer.