**Example of a Service Unit Deposit Slip**

This is an example form that service units can use for documenting deposits into the service unit account. Service units should adapt this example as needed to meet their needs.

**Service Unit Deposit Slip**

Submit completed slip with accompanying deposit to the service unit treasurer.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Check #** | **Check Amount** | **Reason (e.g., event fee)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Notes about checks:

* Checks should be made out to \_\_\_\_\_\_\_\_\_\_
* Write on the memo line the reason for the check (e.g., Ice Skating registration)
* If needed, continue the list of checks on the back of the deposit slip

|  |  |
| --- | --- |
| **Checks Total:** |  |
| **Cash Total:** |  |
| **Total Deposit:** |  |

*To be completed by service unit treasurer:*

Deposit accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated deposited into bank: \_\_\_\_\_\_\_\_