
Organization Name

TO: Business Services

FROM: (Name) _____

SUBJECT: _____

Enclosed you will find \$ _____ for deposit into our

_____ Unrestricted Account

_____ Restricted Account

The following is a breakdown of the deposit:

Cash: \$ _____

Checks: \$ _____

Total: \$ _____

If you have any questions I can be contacted at _____

Business Office

Receipt # _____

Date Rec'd _____

Rec'd By _____