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| **RECORD OF DEPOSIT** | | | | | |  |
|  | | | | | |  |
| Master Gardener  4-H | | | | | |  |
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|  | | | | | |  |
| **Receipt Date** | | **Rec’d From** | **Cash/**  **Check** | **Purpose (donation, fees)** | **Amount** |  |
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| Deposited by: | |  | | **TOTAL OF DEPOSIT** |  |  |
| Date of Deposit: | |  | |  |  |  |
|  | | |  |  | |  |
| Instructions for deposit: | | | | | |  |
|  | 1. | Complete this Record of Deposit form by using the official receipt book | | | |  |
|  | 2. | Photocopy checks (optional) | | | |  |
|  | 3. | Endorse checks with: For Deposit Only | | | |  |
|  | 4. | Compete a deposit slip, make deposit, and attach the validated deposit | | | |  |
|  |  | receipt to form | | | |  |
|  | 5. | Attach event record to support entry, if applicable | | | |  |
|  | 6. | Submit copy of this form and supporting documentation to the County Extension Office or club treasurer as appropriate | | | |  |