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| **RECORD OF DEPOSIT** |  |
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| 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 |  |