

MOUNT BACHELOR QUILTERS GUILD DEPOSIT FORM

Date Submitted to Treasurer _____

Name of Person Collecting Guild Funds _____

[illegible]

Instructions:

1. Provide a detailed purpose (20xx member dues, 20xx Retreat, Jane Doe's Workshop)
2. List individual check numbers; list "cash" if payment in cash and attach copy of cash receipt
3. Review all checks - date < 6 months old, payable to MBQG, signature.
4. List each check on a separate line
5. Put all checks and cash in an envelope and attach to this form

To be completed by Treasurer:

Date Deposited _____