

FMBC DEPOSIT OR REQUEST FOR FUNDS

(Make a copy of your form and receipts for your records)

Date _____

Sport _____

VP filling out form _____ Signature _____

Email address _____ Phone # _____

FOR DEPOSITS: *(Credit card transactions must be on a separate form!)*

Record the total amount of income for each category for tax purposes.

Banquet	\$ _____	Cash	\$ _____
Concessions	\$ _____	Total of checks	\$ _____
Programs	\$ _____	Total of credit card transactions	\$ _____
Spirit Store (sold to public)	\$ _____	TOTAL DEPOSIT	\$ _____
Team shirts/clothing	\$ _____		
Yard Signs	\$ _____		
Other fundraisers	\$ _____		
Other	\$ _____		
Donation or gift	\$ _____		
Sponsorships	\$ _____		
Other	\$ _____		

TO BE FILLED OUT BY TREASURER:

Deposit date _____

Treasurer _____

FOR EXPENSES: *(Attach copies of receipts or invoices)*

Make check payable to: _____

Amount: \$ _____

Circle one: Picking up a check Mail the check

Address if mailing check: _____

Record the total amount of the expense for each category for tax purposes.

Banquet	\$ _____		
Concessions	\$ _____	TO BE FILLED OUT BY TREASURER:	
Programs	\$ _____	Check number	_____
Spirit Store (purchases)	\$ _____	Check date	_____
Team shirts/clothing	\$ _____	Treasurer	_____
Yard Signs	\$ _____		
Other fundraisers	\$ _____		
Other	\$ _____		
Administration	\$ _____		
College Scholarship	\$ _____		
Donation	\$ _____		
Equipment/supplies	\$ _____		
Transfer to FHS Activity Fund	\$ _____		

