



DEPOSIT PROCESS

1. Submit ALL of the following to Linda West, our 2020 Guild Treasurer, at Guild Meetings or other Guild functions:

- 2020 Guild Deposit Form – This form, completely filled out.
- Deposit Monies (ie. check(s) and/or cash)

NAME: _____ DATE: _____
THIS SHOULD BE THE NAME OF PERSON SUBMITTING EXPENSES DATE SUBMITTED

BUDGET CATEGORY: _____
THIS IS THE BUDGET AREA THAT THE EXPENSE(S) WILL BE SUBTRACTED FROM

DEPOSIT SOURCE LIST EACH NAME/SOURCE	CASH (CHECKED)	CHECK (CHECK NUMBER)	AMOUNT FORMAT LIKE \$50.00
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT TOTAL ► _____