Exhibit D

DEPOSIT RECORD

**Complete this form for preparing deposits for the bank. This form can be used to combine multiple Sales Count Forms into one deposit. Forward completed form to MSS finance office for deposit in the safe and notify the treasurer via email. The treasurer reviews/approves.

EVENT: _____ **Date:** _____

Sponsored by (Circle): MSS or HSA **Deposit Date:** _____

Date:	Description of Items Sold:		CASH	COIN	CHECKS	TOTAL
	TOTALS		-	-	-	-
					GRAND TOTAL	-

SUBMITTED BY (print name): _____ **Start Up Money** _____

SIGNATURE: _____ **Net** -

2nd VERIFICATION: _____