POTSDAM COLLEGE FOUNDATION, INC.

Receipt of Deposit

Please deposit the following funds into Foundation account:

Account Name: ________________________________  Amount of Deposit: __________________
Account Number: ________________________________  □ Cash
Deposit Prepared by: ____________________________  Date: / / _______
□ Checks

Total Deposits: __________________

Check One:

□ Donation
□ Reimbursement for travel, overpayment, petty cash advance, etc.
□ Miscellaneous income from ticket sales, performance income, membership/dues, audition fees, etc.
□ Other: ______________________________________

Received by: ____________________________ Date: ______________________

___ Endorsed checks with your foundation account number
___ Attached copies of all checks being deposited (please save paper, combine as many checks as possible per sheet)