Weekly Deposit Form

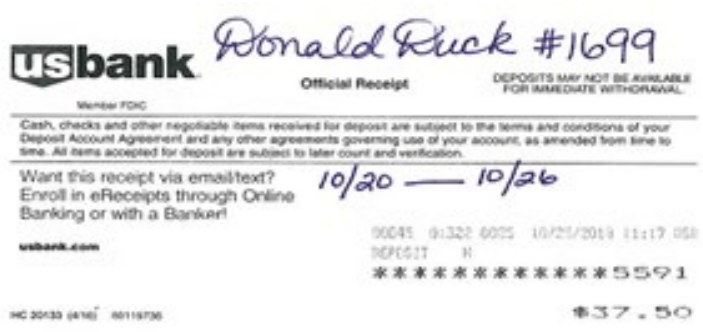
Please complete one line for EACH route/van driven. Deposits must be made by Monday following a given week's trips. Please DO NOT deposit more than one week's fares in a single deposit. Sign & include deposit receipt.

Date	Vehicle #	Cash Fares	Donations Money collected in addition to fares
		$	$
		$	$
		$	$
		$	$
		$	$
Total		**$**	**$**

Total Deposit Amount	**$**

Driver Signature Staff # Date

I have reconciled any changes to my daily manifest with dispatch and confirm that the information provided above is a true and accurate reflection of the deposit amount.

Comments:

SEE EXAMPLE BELOW: always write information on Deposit slips/gas receipts before sending to the office.