

MIT DEPOSIT FORM

Name: _____

Date: _____

Center/Committee: _____

Phone: _____

Purpose of Deposit

- Field Trip Description of trip _____ Date: _____
 Supplies Art Fund
 Party Fund Gift Fund Other (describe) _____

Coins	Coin Total	\$	_____
Pennies	\$	_____	_____
Nickels	\$	_____	_____
Dimes	\$	_____	_____
Quarters	\$	_____	_____
Half-Dollars	\$	_____	_____
Other	\$	_____	_____
Total	\$	_____	_____

(carry forward to next column)

Paper Currency	Coin Total	\$	_____
	\$ 1	\$	_____ . 00
	\$ 2	\$	_____ . 00
	\$ 5	\$	_____ . 00
	\$ 10	\$	_____ . 00
	\$ 20	\$	_____ . 00
	Other	\$	_____ . 00
	Check total	\$	_____ . _____
	Grand Total	\$	_____ . _____

Instructions

DO NOT USE THIS FORM FOR CHECK REQUESTS!

1. Please sort and count all money
2. Make sure all checks are made payable to MIT
3. Put the white copy of this deposit slip, with all money, in the deposit box in the supply room off the faculty room, or in the locked box in the main office
4. Keep the yellow copy for your records

Total number of checks _____

MIT REIMBURSEMENT REQUEST

Name: _____

Date: _____

Center/Committee: _____

Phone: _____

Purpose of Request

- Field Trip Description of trip _____ Date: _____
 Supplies Art Fund
 Party Fund Gift Fund Other (describe) _____
 MIT budgeted classroom materials
 Other MIT funds (describe) _____

Request Details

1. Amount requested: \$ _____ (please attach receipts/signed invoices)
2. Make checks payable to: _____
3. Give check to: _____
4. Put white copy of this request, with all supporting materials, in the hanging file marked "MIT Treasurer" in the main office
5. Keep the yellow copy for your records