

**Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark**

Coyote Hills Service Unit

DEPOSIT SLIP

Submit to Coyote Hills Treasurer

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

CASH:
CHECKS:
TOTAL DEPOSIT:

Include **EVENT NAME & DATE** on each check

Event Organizer: _____

Event Organizer Signature: _____

For Bookkeeping Use Only:

Deposit Amount verified by:

Date Deposited:

CHU Deposit Slip Instructions:

1. Event Organizer must sign the deposit slip.
2. The name & date of the event must be on the memo line of each check.
3. Each check is made payable to Coyote Hills Service Unit.
4. Submit the deposit to the Coyote Hills Treasurer at least 1 week prior to the event.
5. For payment by Product Sales Rewards, complete the Product Sales Reward Card form and submit with the deposit slip. Do not include the Rewards in the Deposit total.