

Contra Costa Community College District

**LMC FOUNDATION CASH DEPOSITS
(Reimbursement)**

DATE OF DEPOSIT: _____

DEPOSITOR NAME: _____

LMC FOUNDATION ACCOUNT NAME: _____

PURPOSE OF CASH (i.e. class, event, fundraising, donation):

AMOUNT: _____

FORM PREPARED BY: (Signature) _____

Deposit to GL Account: 11-01-301002-670000-29513

Distribution Code: LGEN

Check Payable to: LMC Foundation (Colleague ID: 4865)

Routing Instructions: Send check to DO Foundation Services

| | |
|--|---|
| Received / Deposited by Cashier's Office (Signature) _____ | College Business Office: Voucher no: _____ College Chief Business Office or Designee (Signature) _____ |
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Instructions:

1. Depositor fills out the form, brings it to Cashier's Office with the deposit and receives a signed copy from the Cashier for their records and to send to DO Foundation Services (foundationchecks@4cd.edu).
2. Cashier deposits the funds in the designated GL and forwards the form to College Business Office for vouchering with a copy of Colleague receipt.
3. College Business Office prepares voucher for payment and forwards it to DO Accounting for payment.