

**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 (Vendor #: 4865)

**Routing Instructions:** Send check to DO Foundation Services

<p><b>Received / Deposited by Cashier's Office</b>  (Signature) _____</p>	<p><b>College Business Office:</b>  Voucher no: _____  <b>College Chief Business Office or Designee</b>  (Signature) _____</p>
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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.