

**Contra Costa Community College District**

**DVC FOUNDATION DEPOSITS  
(Reimbursement)**

**DATE OF DEPOSIT:** \_\_\_\_\_

**DEPOSITOR NAME:** \_\_\_\_\_

**DVC FOUNDATION ACCOUNT NAME:** \_\_\_\_\_

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

\_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**FORM PREPARED BY:** (Signature) \_\_\_\_\_

**Deposit to GL Account:** 11-01-201002-670000-29513

**Distribution Code:** DGEN

**Check Payable to:** DVC Foundation (Vendor #: 2443)

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

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