

**Contra Costa Community College District**

**CCC FOUNDATION CASH DEPOSITS  
(Reimbursement)**

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

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

**CCC FOUNDATION ACCOUNT NAME:** \_\_\_\_\_

**PURPOSE OF CASH (i.e. from a class, event, fundraising, donation):**  
\_\_\_\_\_

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

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

**Deposit to GL Account:** 11-01-701002-670000-29513

**Distribution Code:** CGEN

**Check Payable to:** CCC Foundation (Colleague ID: 2841)

**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>
---	--

*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.