



Riverside Educational Enrichment Foundation
Financial Transaction Form

Enhancing Education, Promoting Excellence

DEPOSIT FORM

ALL CHECKS MUST BE MADE OUT TO REEF (note booster in memo)

USE A SEPARATE FORM FOR EACH TYPE OF TRANSACTION
PLEASE DELIVER IN A SEALED ENVELOPE WITH DEPOSIT FORM

Today's Date: _____ Name: _____ Phone: _____

Email: _____ School: _____

DEPOSIT

Fund Name: _____

Source of Funds: _____

(Example: Donations, ticket sales, auction payments, etc.)

Transaction Type	Total	Transaction Type	Total
Cash		Checks/Check#s	
\$20s-		#	
\$10s-		#	
\$5s-		#	
\$1s-		#	
Change -		#	
Cash Total		Check Total	

Total Deposit: \$ _____

Less 5% Admin Fee \$ _____

AUTHORIZED SIGNATURES

The undersigned warrants and represents that he/she is an authorized signatory for the fund(s) subject to this financial transaction form and that this request has been duly authorized.

School Fund board signature _____ Print Name _____ Date _____

School Fund board signature _____ Print Name _____ Date _____

REEF signature required for receipt of School Funds:

REEF Executive Director or President signature _____ Print Name _____ Date _____

TO RETURN THIS FORM WITH DEPOSIT PLEASE CONTACT:

BRANDY WIEGAND, EXECUTIVE DIRECTOR
BWIEGAND@REEF4RUSD.ORG – (951) 352-1200 x83818