



Friends of Florida State Forests
3125 Conner Boulevard, C-25
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www.floridastateforests.org

ATTACHMENT A

DEPOSIT FORM

Submitter's Name: _____ Signature: _____

Fund Category (check one): FFSF DISTRICT/CENTER OOF

District/Center and State Forest Name: _____

District/State Forest/Project: _____ Fund Code _____

****Must be listed individually when multiple items are deposited on the same day****

Deposit Date	Donor/Grantor	Cash	Check No.	Amount
TOTAL DAILY DEPOSITS				

1. Submit this form to the Forest Management Bureau for all FFSF and OOF deposits.
2. Submit legible bank deposit slips for all deposits of cash. You will need to contact Forest Management for the correct account number to deposit cash into.
3. If checks are received, fill out this form, stamp "for deposit only" on the back of each check, and send to Forest Management. Keep either a copy or the originals for your files; but do not send both to Forest Management. **DO NOT DEPOSIT CHECKS at the local branch.**
4. **Fiscal liaison and management must both sign this form before submitting to Forest Management.**

Fiscal Liaison approval _____ District/Center Manager approval _____

FM: QuickBooks _____ Date Entered _____ Initials _____