

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
Accounting Operations - Internal Funds  
215 W. Garden St.; Pensacola, FL 32502  
Phone: 429-2917

## UNVERIFIED FUNDS

**INSTRUCTIONS:** This form is to be used when the bookkeeper is unavailable to accept and/or verify funds for deposit. It must be completed and signed by the person who collected and is placing the money and the MCF in the lockbox. The total must agree with the total for deposit on the MCF.

DATE: \_\_\_\_\_

TOTAL FOR DEPOSIT: \$ \_\_\_\_\_

I acknowledge that the funds I am placing in the lockbox will be received and counted by the bookkeeper and another witness at a later time. I understand that I will be held responsible for any discrepancies that cannot be reconciled.

\_\_\_\_\_  
Teacher/Sponsor

Verified by:

\_\_\_\_\_  
Secretary/Bookkeeper

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date