

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

9500-INT-515

REVISED: April 6, 2009

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