

**Summary of Check Deposit**

Faculty member name: \_\_\_\_\_

Payer: \_\_\_\_\_

Amount of check: \_\_\_\_\_

Account to be deposited in: \_\_\_\_\_

Purpose for check - please include dates, prices, purpose, etc. as appropriate:

(5 poinsettias @ \$5.00/ea = \$25.00)  
(reimbursement for travel expenses to Pella, IA for ABC Garden Club presentation on 1/1/04)  
(registration for Tree trimming workshop on 1/1/04)

Signature \_\_\_\_\_

Date \_\_\_\_\_