

All checks should be made **payable to FRANKLIN COUNTY EXTENSION**.

Always remember the **date, your club name** and **account number** (this is a 3 digit number starting with 8).

List each transaction separately.

**Source:** Who is check/cash is from

**Check #/Cash:** Write the check number for the check being deposited. If depositing cash write "CASH".

**Description/Purpose:** Be sure to put a clear description of what the money is for. Use easily understood descriptions.

**Amount:** Amount of check or cash

**Club Member signature:** This should club treasurer or leader

**County Service Employee Signature:** This is signed by Extension staff once they have received and verified your deposit.

**Deposits may be given directly to staff at the Franklin County Extension Office or put in the 4-H dropbox in the entryway (this is available 24/7). Cash deposits over \$100 need to be given directly to Extension Staff person.**