

**Kern County Sheriff's Mounted Posse
Treasurers Documentation For Expenditures and/or Deposits**

Date: ____ / ____ / ____

Member Name: _____

Phone Number: _____

Type of Transaction (Check All That Apply)

_____ - Check Request (Attach Receipt and/or Justification)

_____ - Credit/Debit Card Expenditure/Receipt Documentation (Attach Receipt(s) and/or Justification)

_____ - Deposit (Attach Check(s)/Cash and Justification)

Check Request Details (Check All That Apply)

_____ - Mail Check To (Name and Address): _____

_____ - Give Check To (Name and Phone Number): _____

Reason For Check: _____

(If more space is required to explain, please use back of form or attach the additional information)

Debit/Credit Card Expenditure/Receipt Details

Number of Receipts Attached: _____ Total Value of Receipts: \$ _____

Reason For Expenditures: _____

(If more space is required to explain, please use back of form or attach the additional information)

Deposit Details

Number of Checks Attached: _____ Total Value of Checks: \$ _____

List of Check Numbers for Checks Attached or Complete and Attach a Deposit Slip: _____

Total Value of Cash Attached: \$ _____ Reason For Deposit: _____

(If more space is required to explain, please use back of form or attach the additional information)