

City of Downey

REFUNDABLE CASH DEPOSIT FORM

SECTION I. To be completed by department submitting a refundable cash deposit.

<p style="text-align: center;">Name and Address of Depositor</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	<p>Phone _____</p> <p>Amount _____</p> <p>Department _____</p> <div style="border: 1px solid black; padding: 5px; height: 100px;"> <p>Purpose</p> </div>
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SECTION II. To be completed by Finance.

Date Deposit Received _____ By _____ Receipt # _____

SECTION III. To be completed by Department requesting use of deposit.

<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Amount</th> <th style="width: 20%;">Use of Deposit</th> <th style="width: 60%;">Instructions</th> </tr> <tr> <td style="height: 150px;"></td> <td></td> <td></td> </tr> </table>	Amount	Use of Deposit	Instructions				<p style="text-align: center;">_____</p> <p style="text-align: center;">Acceptance Date</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Authorized Signature</p>
Amount	Use of Deposit	Instructions					

SECTION IV. To be completed by Finance.

TRANS. NO.	VENDOR NO.	INV. NO.	DESCRIPTION

FUND	PGM/PRJT	OBJECT	AMOUNT

INSTRUCTIONS: This form is to be used when a department receives revenue to be charged to Account 73-625 and is to be refunded or otherwise used on the completion or acceptance of certain work. This is a multi-copy form: The pink copy, with Section I completed, is sent to the Finance Division with the deposit, then the yellow copy with Section III completed should be sent to the Finance Division. The white copy may be retained by the department for its file.