City of Downey
REFUNDABLE CASH DEPOSIT FORM

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

Name and Address of Depositor

Phone

Amount

Department

Purpose

SECTION II. To be completed by Finance.

Date Deposit Received By Receipt #

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

Amount Use of Deposit Instructions

Acceptance Date

Authorized Signature

SECTION IV. To be completed by Finance.

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<tr>
<th>TRANS. NO.</th>
<th>VENDOR NO.</th>
<th>INV. NO.</th>
<th>DESCRIPTION</th>
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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.