

**OYSTER BAY-EAST NORWICH CSD  
TRANSACTION REQUEST FOR BUILDING ACCOUNTS IN GENERAL FUND**



**REQUEST TYPE**

CHECK NEEDED

DEPOSIT

**CHECK ONE**



**ACCOUNT**

**ACCOUNT NAME**

**AMT \$**

A2690

LOST ITEMS, TEXTS

A2702

PRIOR YEAR TRANS - FIELD TRIPS

A2705

GIFTS & DONATIONS

A2770

SUMMER SCHOOL

A2770

MISCELLANEOUS REVENUE

**TOTAL CHECK REQUEST OR DEPOSIT**

**\$**

CHECK DETAILS	
VENDOR	<input type="text"/>
ADDRESS	<input type="text"/>
GOODS/SERVICES	<input type="text"/>

DEPOSIT DETAILS	
TOTAL CHECKS	<input type="text"/>
TOTAL CASH	<input type="text"/>
TOTAL COIN	<input type="text"/>
REASON FOR DEPOSIT	<input type="text"/>

\_\_\_\_\_  
REQUESTER - Signature & Date

\_\_\_\_\_  
ASST SUPERINTENDENT - Signature & Date