



Check Deposit MEMORANDUM

DATE: _____

TO: Holly Fox
Cash Management Senior Financial Analyst

FROM: Name: _____

Title: _____

Phone: _____

Email: _____

Please find attached:

- Checks in the amount of \$_____
- CDRC Check Deposit Form

Please deposit into the following account:

"Project Title"	GCDRC	Alias
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Please let me know if you have any questions.