

Filling out Deposit & Disbursement forms using Adobe Acrobat Reader DC

If you don't have it, download Adobe Acrobat Reader DC to your computer (it's free)

[Download Adobe Acrobat Reader DC](#)

Open the Deposit or Disbursement form (.pdf) using the Adobe Reader

Click on Fill and Sign on the right side menu

Type in all of your information, saving your signature for last

When complete, click on the Sign button at the top of the page

Type your signature

Save file as a new file name

If Committee Chair signature is needed:

Attach completed form and receipts (pictures are fine) to an email and send to Committee Chair

Committee Chair will then sign and forward form and receipts to treasurer@tuckahoepta.org

If you are Committee Chair:

Attach completed form and receipts (pictures are fine) to an email and send to treasurer@tuckahoepta.org

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