## ASSOCIATED STUDENT BODY MONEY DEPOSIT FORM

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for this process. "Counted by" should be signed by a student representative and "Verified by" should be signed by the

ASB Advisor or designee (such as the ASB Accounting Technician).

Date:	Event Date:	Date: Eve	ent Date:	
Account #(s) and Name(s):		Account #(s) and Name(s):		
				CURRENCY:
\$100.00 x = _\$	\$1.00 x = \$	\$100.00 x = _\$	\$1.00 x = _\$	
\$50.00 x = _\$	\$0.50 x = \$	\$50.00 x = \$	\$0.50 x = _\$	
\$20.00 x = _\$			\$0.25 x = _\$	
\$10.00 x = _\$	\$0.10 x = \$		\$0.10 x = _\$	
\$5.00 x = _\$			\$0.05 x = _\$	
\$2.00 x = _\$	\$0.01 x = \$	\$2.00 x = _\$	\$0.01 x = _\$	
\$1.00 x =\$		\$1.00 x = _\$		
TOTAL CURRENCY:	TOTAL COINS:\$	TOTAL CURRENCY:\$	TOTAL COINS: \$	
TOTAL CU	RRENCY: <u>\$</u>	TOTAL CURRENCY:	\$	
	L COINS: \$	TOTAL COINS:	\$	
TOTAL	CHECKS: _\$	TOTAL CHECKS:	\$	
TOTAL	DEPOSIT: _\$	TOTAL DEPOSIT:	\$	
Counted by:	Verified by:	Counted by:	Verified by:	
Club Student Representative Club Advisor		Club Student Representative	Club Advisor	
(For ASB use only)		(For ASB use only)		
Counted I	by: Student Representative	Counted by:	Student Representative	
Verified and Recorded by: Advisor or Accounting Tech		Verified and Recorded by:	Advisor or Accounting Tech	
NOTE: This form MUST have dual signatur	es for the count and verification of funds to establish segregation of	of duties NOTE: This form MUST have dual signatures for the co	ount and verification of funds to establish segregation of duties	

NOTE: This form MUST have dual signatures for the count and verification of funds to establish segregation of duties for this process. "Counted by" should be signed by a student representative and "Verified by" should be signed by the ASB Advisor or designee (such as the ASB Accounting Technician).

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