

## ASSOCIATED STUDENT BODY MONEY DEPOSIT FORM

Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Account #(s) and Name(s): \_\_\_\_\_

How was money raised? \_\_\_\_\_

CURRENCY:

\$100.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$50.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$5.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$2.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$1.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL CURRENCY: \$ \_\_\_\_\_

COIN:

\$1.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.50 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.25 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.10 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.05 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$0.01 x \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL COINS: \$ \_\_\_\_\_

TOTAL CURRENCY: \$ \_\_\_\_\_

TOTAL COINS: \$ \_\_\_\_\_

TOTAL CHECKS: \$ \_\_\_\_\_

**TOTAL DEPOSIT: \$ \_\_\_\_\_**

Counted by:

Verified by:

\_\_\_\_\_  
Club Student Representative

\_\_\_\_\_  
Club Advisor

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(For ASB use only)

Counted by: \_\_\_\_\_  
Student Representative

Verified and Recorded by: \_\_\_\_\_  
Advisor or Accounting Tech

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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TOTAL CURRENCY: \$ \_\_\_\_\_

TOTAL COINS: \$ \_\_\_\_\_

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**TOTAL DEPOSIT: \$ \_\_\_\_\_**

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