

MONEY DEPOSIT FORM HOW-TO (STEPS 1-8)

Step 1: Date the form is filled out/money is turned over to the ASB

Step 4: Name of fundraising event

Step 7a: If prepared for a fundraiser at a Club level, monies must be counted and verified at the Club prior to turning over to the ASB.

Step 7b: Then, monies counted and verified again at the ASB. There must be four signatures (two from the Club and two from the ASB).

**ASSOCIATED STUDENT BODY
MONEY DEPOSIT FORM**

Date: _____ Event Date: _____

Account #(s) and Name(s): _____

How was money raised? _____

<u>CURRENCY:</u>	<u>COIN:</u>
\$100.00 x _____ = \$ _____	\$1.00 x _____ = \$ _____
\$50.00 x _____ = \$ _____	\$0.50 x _____ = \$ _____
\$20.00 x _____ = \$ _____	\$0.25 x _____ = \$ _____
\$10.00 x _____ = \$ _____	\$0.10 x _____ = \$ _____
\$5.00 x _____ = \$ _____	\$0.05 x _____ = \$ _____
\$2.00 x _____ = \$ _____	\$0.01 x _____ = \$ _____
\$1.00 x _____ = \$ _____	

TOTAL CURRENCY: \$ _____ TOTAL COINS: \$ _____

Total Currency: \$ _____

Total Coins: \$ _____

Total Checks: \$ _____

TOTAL DEPOSIT \$ _____

Counted by: _____ Verified by: _____

Club Student Representative Club Advisor

(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).

Step 2: Date of fundraising event

Step 3: General Ledger account number, if known, and Name of Trust

Step 5: Quantities and totals

Step 6: Subtotals

Step 7a

Step 8: If prepared at the ASB level, monies should be counted and verified. There must be two signatures from the ASB.