

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

(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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