ASSOCIATED STUDENT BODY MONEY DEPOSIT FORM

ASSOCIATED STUDENT BODY MONEY DEPOSIT FORM

Date:	Event Date:	Date: Ev	ent Date:	
Account #(s) and Name(s):		Account #(s) and Name(s):	Account #(s) and Name(s):	
How was money raised?		How was money raised?	How was money raised?	
CURRENCY:	COIN:	CURRENCY:	COIN:	
\$100.00 x = _\$	\$1.00 x = _\$	\$100.00 x = <u>\$</u>	\$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 = \$	\$10.00 x = \$	\$0.10 x = \$	
\$5.00 x = _\$	\$0.05 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 CUF	RRENCY: _\$	TOTAL CURRENCY	·: \$	
	COINS: \$	TOTAL COINS	: _\$	
TOTAL 0	CHECKS: _\$	TOTAL CHECKS	: <u>\$</u>	
TOTAL D	EPOSIT: \$	TOTAL DEPOSIT	: _\$	
Counted by:	Verified by:	Counted by:	Verified by:	
Club Student Representative		Club Student Representative	Club Advisor	
(For ASB use only)		(For A	(For ASB use only)	
Counted by: Student Representative		Counted by:	Counted by:Student Representative	
	·			
Verified and Recorded by: Advisor or Accounting Tech		Verified and Recorded by:	Advisor or Accounting Tech	
NOTE: This faces MIIOT have divelained in		ALOTE: This farm MIST have dual signatures for the	count and varification of funds to establish approaction 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).

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).

FORM: 4501 07/2019 FORM: 4501 07/2019