

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	
<small>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).</small>			

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.