

CLUB ACCOUNTS DEPOSIT FORM

DATE: _____

NAME OF CLUB: _____

REQUEST MUST BE ENDORSED BY BOTH THE CLUB ADVISOR AND TREASURER:

CLUB ADVISOR:

Name (Print)	Signature
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TREASURER:

Name (Print)	Signature
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TOTAL DEPOSIT: _____

MONEY RAISED FROM: _____

(THIS MUST BE FILLED TO DETERMINE IF TAXES MUST BE PAID- i.e. bake sale, dance, collected for a trip etc.)

LESS SALES TAX 8.375 % _____
(If Applicable)

Net profit: _____
(AMOUNT YOUR CLUB
WILL MAKE)

Building Staff
To initial

Business Office
To initial

\$1 X _____ = _____	\$.01 X _____ = _____	CHECKS: _____
\$5 X _____ = _____	\$.05 X _____ = _____	
\$10 X _____ = _____	\$.10 X _____ = _____	
\$20 X _____ = _____	\$.25 X _____ = _____	
\$50 X _____ = _____		
\$100 X _____ = _____		
TOTAL COINS: _____		
TOTAL CASH: _____	TOTAL DEPOSIT (CASH, COIN & CHECK): _____	

PROCEDURE FOR DEPOSIT

- Money collected should be kept in the Main Office safe until deposited with the Main Office.
- Any money collected must be deposited to the Main Office within 5 business days after collection.
- Coins must be wrapped, unless there are not enough coins to fill a wrapper
- Fill out a "Club Account Deposit" Form completely (with signatures as needed).
- Main office will send deposit to the Business Office in a "Tamper Evident" and deposit will be recorded by Alejandra.