



## FASC - Activity Funds Tabulation of Monies Form

This form shall be submitted for all money collections by sponsors/staff members (other than the bookkeeper) for a specific activity. Names of students/individuals and amount collected from each individual must be listed below. An oracle cash receipt for the total amount collected must be issued to the sponsor/staff member remitting the funds to the bookkeeper.

| SECTION 1: GENERAL INFORMATION             |   |   |  |
|--|---|---|--|
| <b>Campus Name</b>                         | <b>AF Sub-Object</b>  | <b>Name of Activity Fund Club or Organization</b> |  |
| <b>Date Money Collected</b>                | <b>Purpose of Collection (be specific: fundraiser name, senior fees, etc)</b> |   |  |
| <b>Sponsor/Person Collecting the Money</b> | <b>Employee ID#</b>   | <b>Fundraiser #</b>                               |  |

| SECTION 2: MONEY COLLECTIONS   |        |                     |      |        |                     |
|--------------------------------|--------|---------------------|------|--------|---------------------|
| Name                           | Amount | Ck# (if applicable) | Name | Amount | Ck# (if applicable) |
|                                |        |                     |      |        |                     |
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|                                |        |                     |      |        |                     |
| <b>Total Amount Collected:</b> |        |                     |      |        |                     |

| SECTION 3: CURRENCY TABULATION (For Bookkeeper Use Only) |                |       |                   |                |       |  |
|--|----------------|-------|-------------------|----------------|-------|--|
| Currency Denomination                                    | Enter Quantity | Total | Coin Denomination | Enter Quantity | Total | # of Checks / Total Amount of Checks   |
| \$100  | X              | =     | \$1.00            | X              | =     |  |
| \$50   | X              | =     | 50¢               | X              | =     |  |
| \$20   | X              | =     | 25¢               | X              | =     |  |
| \$10   | X              | =     | 10¢               | X              | =     |  |
| \$5  | X              | =     | 5¢                | X              | =     |  |
| \$2  | X              | =     | 1¢                | X              | =     |  |
| \$1  | X              | =     |                   |                | =     |  |
|  |                |       |                   |                |       | <b>Total Currency</b> _____<br><b>Total Coin</b> _____<br><br><b>TOTAL</b> _____ |

|                                |                         |
|--------------------------------|-------------------------|
| <b>For Bookkeeper Use Only</b> | Amount Deposited: _____ |
|--------------------------------|-------------------------|

| SECTION 4: ACKNOWLEDGEMENT & REQUIRED SIGNATURES   |             |  |             |
|--|-------------|--|-------------|
| <i>By signing below, I certify that the information included in this form is accurate.</i> |             |  |             |
| <b>Sponsor's Signature</b>   | <b>Date</b> | <b>Bookkeeper Review &amp; Signature</b> | <b>Date</b> |
|  |             |  |             |