

FISCAL SERVICES DEPOSIT SLIP

DATE: March 23, 2013

SAMPLE

DEPT: Fire Technology

TOTAL CHECKS:

\$ -

Fire Technology Club
(Program, Club or Organization)

CURRENCY AND COIN BREAKDOWN:

CURRENCY	COUNT	MULTIPLY		TOTAL
Hundreds		x	100.00	-
Fifties		x	50.00	-
Twenties	4	x	20.00	80.00
Tens	10	x	10.00	100.00
Fives	21	x	5.00	105.00
Twos		x	2.00	-
Ones	25	x	1.00	25.00
TOTAL CURRENCY				\$ 310.00
COIN	COUNT	MULTIPLY		TOTAL
Dollars		x	1.00	-
Half Dollars		x	0.50	-
Quarters		x	0.25	-
Dimes		x	0.10	-
Nickels		x	0.05	-
Pennies		x	0.01	-
TOTAL COINS				\$ -
TOTAL CURRENCY AND COINS				\$ 310.00

TOTAL DEPOSIT \$ 310.00

ACCOUNT NUMBER(S)					
FUND	ORG	ACCT	PROG		AMOUNT
81002	840002	889910	696000		310.00
					-
					-
					-
TOTAL					\$ 310.00

DESCRIPTION OF REVENUE:

- Fund-raiser *(Attach a copy of approved Fund-raiser Proposal Request form)*
- Donation *(Attach Donation Information Form)*
- Sales *Sales Tax Collected? Yes: ___ No: ___ Product Sold* (Describe) _____*
- Entry Fees/Registration **Attach copy of purchase of goods invoice or receipt*
- Other *(Please Explain) _____*

Attach copy of receipts.

PREPARER'S NAME

VERIFIED BY

FISCAL SERVICES

SIGNATURE

SIGNATURE

SIGNATURE

**MT. SAN ANTONIO COLLEGE FOUNDATION
FUND-RAISER PROPOSAL REQUEST FOR STUDENT CLUBS**

SAMPLE

Program Name: Fire Technology Club

Description of Activity or Event: Fire Technology Club Car Wash
(Attach Proposed Advertisement, such as Flyer or Ticket)

Purpose of Activity or Event: Raise funds for Fire Technology Club Activities

Proceeds to be Used For: _____

Date of Activity: 03/22/13 **Time of Activity:** From: _____ To: _____

Location of Activity: On Campus

Responsible Employee(s): Stephen Shull **Phone Number:** 5144

Note: A copy of this completed and approved form must be attached to all deposits.

BEFORE THE FUND-RAISER BEGINS

Before the activity begins, review these items and confirm the required items are completed:

1. The following checklist and related requirements in each item as described in the procedures have been reviewed:

Mandatory

- Use of Facilities Request Completed
- Proposed Budget Completed
- Advertised as Fund-raiser
- Receipt Book or other cash handling method established

Optional

- Cash Box Needed (Complete "Request for Change Funds/Cash Box" Form)
- Change Funds Needed (Complete "Request for Change Funds/Cash Box" Form)

DURING THE FUND-RAISER

1. During the activity or event, keep a record of revenue and expense transactions
2. Deposit funds at the end of the day or event, or no later than next business day.
3. Record all donations on the *Donation Information Form*.
4. Ensure all revenue receipts are adequately secured at all times and follow cash handling procedures.

PROPOSED BUDGET

Revenue: Provide a description of items to be sold or potential revenue sources.

Car Wash	=	300.00
	=	
	=	
Total Revenue:	= \$	300.00

Expenses: Provide a description of anticipated expenses.

Supplies	=	50.00
	=	
	=	
Total Expenses:	= \$	50.00

Note: Attach a separate sheet if needed.

APPROVALS

Club Advisor:	_____	_____	_____
		Signature	Date
Director, Student Life:	_____	_____	_____
		Signature	Date
Vice President, Student Services: or Designee (Dean, Student Svcs)	_____	_____	_____
		Signature	Date

Note: It is the Clubs responsibility to obtain signatures and return to Fiscal Services.