

# 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.

	=	
<u>Car Wash</u>	=	<u>300.00</u>
	=	
	=	
<b>Total Revenue:</b>	= \$	<b>300.00</b>

**Expenses:** Provide a description of anticipated expenses.

	=	
<u>Supplies</u>	=	<u>50.00</u>
	=	
	=	
<b>Total Expenses:</b>	= \$	<b>50.00</b>

**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.**