

SAN DIEGO MESA COLLEGE

Student Affairs Office – Accounting Office

Club/ Agency Deposit Form

Guidelines:

- 1) Revenues generated from a fundraising activity must be deposited with the Accounting Office within 48 hours of the activity for credit to the account.
- 2) Club/Agency funds for deposit are accepted at the Accounting Office (I4-106)
Monday-Thursday 8:00a.m. – 6:00p.m.
Friday 8:00a.m. – 3:00p.m.
- 3) Complete the Club/Agency Account Worksheet below to account for total amount of funds deposited. The accounting technician will issue a receipt for the amount received. A receipt and copy of the Deposit Form will be given to the representative at completion of transaction.
- 4) Club treasurers/account custodians should record the amount of deposit in their respective accounting books to reflect an up-to-date account balance.

Club/Agency Account Worksheet

Club/Agency Name: _____ Date: _____

Club/Agency Event: _____

Amount of Deposit: _____ Deposit made by: _____

Check Date	Check #	Name	Amount		# of Bills	x Denomination	=Total
						100.00	
						50.00	
						20.00	
						10.00	
						5.00	
						2.00	
						1.00	
Total Checks:					Total Bills:		
Total Checks:							
					# of Coins	x Denomination	=Total
						1.00	
						0.50	
						0.25	
						0.10	
						0.05	
						0.01	
Total Checks:					Total Coins:		

Total Checks: \$ _____

Total Bills: \$ _____

Total Coins: \$ _____

Total Deposit: \$ _____

Received by: _____