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 8:30 a.m. – 3:30 p.m. Friday 8:30 a.m. – 10:30 a.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.

Date:		
Deposit made by:		
# of Bills	x Denomination	=Total
To	tal Bills:	
10		
# of Coins	x Denomination	=Total
T	otal Coins:	
	# of Bills To	# of Bills x Denomination Total Bills: # of Coins x Denomination