

Student Leadership & Activities Blinn College

Club Account Deposit Form

Purpose of Form: Every Club and Organization has the opportunity to open and maintain an account through the college where funds can be stored for club/organization use. Whenever a Club/Organization has funds to add to this account (fundraising proceeds, member dues, donations, etc...) this form is the official declaration of funds to be turned in with the money as a record of the deposit.

What We Need to Know: Please declare the amount of money you are depositing, with accurate numbers for each type of currency turned in. Also be sure to include how the money was obtained. It is extremely important that you are thorough and detailed on this form.

Club/Organization:

Budget/Account #:

Description of activity or source of funds:

Funds Total Breakdown

\$ _____ Cash
\$ _____ Checks
\$ _____ Credit Cards

\$ _____ Grand Total

Cash Breakdown:

\$100s: _____

\$50s: _____

\$20s: _____

\$10s: _____

\$5s: _____

\$1s: _____

Quarters: _____

Dimes: _____

Nickels: _____

Pennies: _____

Other: _____

Club President's Signature & Date: _____

Club Sponsor's Signature & Date (*Required*): _____

Once completely filled out, please take to the Accounting Department (Old Main #138)

OFFICE USE ONLY

Approved (Name and Date) _____

Submitted to Accounting by: _____