

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 the 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 Representative Signature & Date: _____

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

Once completely filled out, please take to Business Services for deposit.

Deposit receipted by (Business Services representative) & Date: _____