

# Filling in the Cash Handling Forms



How to

## Deposit Form

DEPOSITS OF CASH AND CHECKS MUST BE ON SEPARATE FORMS

*(Refer to page 20 for cash deposits and page 21 for check deposits)*

### A completed deposit form includes:

1. Club/organization name and the account number that funds are being deposited into.
  - a. If you do not know your account number, Financial Services can assist you.
  - b. Student clubs can only deposit into their Agency account.
2. Name of the person making the deposit and indication whether or not they are an authorized signer on the account's signature form.
  - a. Anyone can make deposits. This is for Financial Services record.
3. If depositing cash, write in the dollar amount for each type of coin and bill. Add up the dollar amounts of coins and the dollar amounts of bills and in the indicated fields, write in the totals for coins, bills, and the overall amount for all cash deposited. Be sure to record the dollar amount.
4. If depositing checks, write in each check number and the corresponding amount. All check dollar description must match the dollar amount shown. Add up the total dollar amount of all checks and write the sum amount in the Totals field.

REMINDER: Cash and checks deposits are made on separate forms.
5. The Total Deposit amount on the cash form should be the sum of all coins and bill and the Total Deposit on the check form should be the sum of all check amounts. Cash and checks deposits are made on separate forms so the Total Deposit should never be the sum of both cash and checks deposits.



How to

## Cash Receipt Log

*(Refer to page 22 for the Cash Receipt Log)*

The Cash Receipt Log can be used in place of a sales receipt book to keep track of sales transactions per event such as bake sales, membership dues, etc. Collection of cash and checks may be recorded on the same log. As cash and checks are collected, the cash handler records the date the cash or check is received, the purpose for the collection, and the amount of each collection. Two separate individuals should count and verify the cash and checks received. The Cash Receipt Log does not need to be submitted to Financial Services. Clubs and organizations should maintain the Cash Receipt Log as part of their internal financial records.

### A completed cash receipt log includes:

1. Write in the club/organization name and the account number that you are depositing into. If you do not know the account number, Financial Services can assist you.
  - a. Student clubs can only deposit into their Agency account.
2. For each collection of cash or check, no matter how small the amount, indicate the date the cash or check was received, the purpose for the collection, whether the collection was cash or check, and the amount of each collection.
3. Add up the total of all collections. This amount should be the same as the corresponding deposit form's Total Deposit.
4. Two separate individuals should count and verify the cash and checks received.



### CASH RECEIPT LOG

**1** *Student Club/Organization/Department* Sample Form Society  
*Student Club/Organization/Department Account Number* 3S0123

DATE	PURPOSE	CASH/CHECK	AMOUNT
5/23/20	SMALL TANK TOP	CASH	\$ 15
5/23/20	SMALL TANK TOP	CASH	15
5/23/20	LARGE SHIRT	CHECK	20
5/23/20	MEDIUM TANK TOP	CASH	15
5/23/20	MEDIUM TANK TOP	CASH	15
5/26/20	SMALL TANK TOP	CASH	15
5/26/20	MEDIUM SHIRT	CASH	20
5/26/20	LARGE TANK TOP	CHECK	15
5/26/20	LARGE SHIRT	CASH	20
<b>GRAND TOTAL</b>			150

**4** \* *COUNTED BY* Jason Sakamoto *DATE* 5/26/20  
 \* *VERIFIED BY* Sean McKee *DATE* 5/26/20

*\* Cannot be the same person and must be an authorized signor on the account*

Figure 5 Cash Receipt Log