

SAN DIEGO MIRAMAR COLLEGE
Associated Students Organization & Student Clubs

Deposit Form

Funds must be deposited to the Accounting Office in K-205 by the next business day after the event.

Today's Date: _____

Deposit made by: _____ Club Name: _____
 (Name)

Email address: _____ Phone #: _____

Record the cash and check components of your deposit according to their source:

	8887 Vendor Fees	+	8899 Donations	+	8885 Membership Dues	+	8899 Special Activity*	=	Total
CASH:									
CHECKS:									
	Deposit Total:								

Date event was held: _____

*Authorization of Special Activity must be attached to this form.

**Student organizations are subject to a \$25.00 charge for each check returned by our bank as uncollectible.

Deposit Description (explanation of where the funds are coming from):

Signature of AS/Club Officer: _____

Signature of Advisor: _____

Registered student organizations may raise funds to support their activities subject to the provisions outlined in *Manual 3200*. Organizations are required to have a account maintained by the campus Accounting Office. Funds shall not be deposited in personal bank accounts of any student and/or advisor for any reason and shall not be expended for personal benefit of any kind. Violations of the rules and regulations governing fundraising activities are subject to disciplinary action in accordance with the district Board of Trustees Policy

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BP 3100. Student organizations must maintain records of sales transactions for audit purposes.