SAVE A COPY | CLEAR FORM

Tabulation of Monies Form

This form is to be used for all monies collected. This form shall list the names from whom the monies were received and the amounts of money that each person submitted.

The sponsors/teachers are required to fill out form and attach copies of checks for all monies collected.

SECTION 1 – GENERAL INFORMATION

Campus Name	Name of Activity Fund Club or Organization

Account Number	Taxable
	Yes ☐ No ☐

Date Money Collected	Sponsor/Person Collecting the Money

Purpose of Collection (be specific up to 30 characters long; this is the description that will be used when posted in the system)

SECTION 2 - MONEY COLLECTIONS

Name	Amount		Name	Amount	
	Cash	Check		Cash	Check

SECTION 3 - CURRENCY TABULATION

Quantity	Currency Denomination	Enter Total	Quantity	Coin Denomination	Enter Total
0	x $ 1.00 =		0	x $1.00 =	
0	x $ 5.00 =		0	x 50¢ =	
0	x $ 10.00 =		0	x 25¢ =	
0	x $ 20.00 =		0	x 10¢ =	
0	x $ 50.00 =		0	x 5¢ =	
0	x $ 100.00 =		0	x 1¢ =	
	Total			Total	

Total Checks _____

Total Cash _____

TOTAL AMOUNT DEPOSITED

SECTION 4 - ACKNOWLEDGEMENT & REQUIRED SIGNATURES

I certify that all the information included in this form is accurate. Sign and date below. ***(Sponsor's and Verified By signatures cannot be the same person)***

Sponsor's Signature	Verified By