

# Chapter/Club/Network Deposit Form

Chapter/Club Name: \_\_\_\_\_

Name of Event (if applicable): \_\_\_\_\_

**Instructions:**

1. Complete steps 1-3 below.
2. In Step 1, please be sure to indicate how guests paid (A-B-C), and which account the funds will be deposited in.
3. "Online Pmt (c)": This is an *optional* column for you to complete. It would be for your reference only. Payments made online are automatically processed and recorded by the FSAA.
4. Once completed, please review, sign and make a copy for your records. Turn in the original with your deposit.

<b>STEP 1</b>		<i>Enter amount paid in column A, B, or C</i>		
<b>Name/Business</b>		<b>Cash (A)</b>	<b>Check (B)</b>	<b>Online Pmt. (C)</b>
1.		\$	\$	\$
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
8.		\$	\$	\$
9.		\$	\$	\$
10.		\$	\$	\$
11.		\$	\$	\$
12.		\$	\$	\$
13.		\$	\$	\$
14.		\$	\$	\$
15.		\$	\$	\$
<b>Category amount:</b>		\$	\$	\$
		<b>Grand Total:</b>		\$

**YES. We used Square to process credit card transactions.**

<b>STEP 2</b>	<b>Currency (A)</b>	<b>Qty.</b>	<b>Total</b>
	\$1 x		\$
	\$5 x		\$
	\$10 x		\$
	\$20 x		\$
	x		\$
<b>Cash Total:</b>			

<b>STEP 3 Summary Statement</b>		
Coin (A)	\$	
Currency (A)	\$	
Checks (B)	\$	
<b>Grand Total:</b>		

By signing below I agree and attest the amounts listed above were received for deposit and were counted.

\_\_\_\_\_  
(Print name) Preparer - Chapter/Club/Network

\_\_\_\_\_  
(Signature) Preparer - Chapter/Club/Network

\_\_\_\_\_  
Date

**FOR FSAA OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Account number: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit date: \_\_\_\_\_