

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

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

Date of Event: \_\_\_\_\_

Did you use Square to process all cash, credit cards and check transactions  YES  NO

Which account are you depositing into?  
 (Each account needs its own deposit form)  Operating  Scholarships

**\* Note: Deposit Form must be submitted no later than 15 days of the event**

**INSTRUCTIONS:**

- Step 1:** Indicate how guests paid (A) Cash or (B) Check.  
 Payments made online are automatically processed and recorded by the FSAA.
- Step 2:** If there is currency, please state the quantity and total of each bill.
- Step 3:** Please state total amount of coin, currency and/or checks.

STEP 1			
	Name/Business	Cash (A)	Check (B)
1.		\$	\$
2.		\$	\$
3.		\$	\$
4.		\$	\$
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
9.			
10.			
11.			
<b>Category amount:</b>		\$	\$
<b>Grand Total:</b>			

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

STEP 3		Summary Statement	
	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**

Received by: \_\_\_\_\_ Account number: \_\_\_\_\_ Program Number: \_\_\_\_\_

Date received: \_\_\_\_\_ Deposit date: \_\_\_\_\_ Entered date: \_\_\_\_\_