

# 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. Once completed, please review, sign and make a copy for your records. Turn in the original with your deposit.

STEP 1		<i>Enter amount paid in column A, B, or C</i>		
Name/Business		Cash (A)	Check (B)	Online Pmt. (C)
1.		\$	\$	\$
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
6.		\$	\$	\$
7.		\$	\$	\$
8.		\$	\$	\$
9.		\$	\$	\$
10.		\$	\$	\$
11.		\$	\$	\$
12.		\$	\$	\$
13.		\$	\$	\$
14.		\$	\$	\$
15.		\$	\$	\$
16.		\$	\$	\$
17.		\$	\$	\$
18.		\$	\$	\$
19.		\$	\$	\$
20.		\$	\$	\$
21.		\$	\$	\$
22.		\$	\$	\$
23.		\$	\$	\$
24.		\$	\$	\$
25.		\$	\$	\$
26.		\$	\$	\$
27.		\$	\$	\$
28.		\$	\$	\$
29.		\$	\$	\$
30.		\$	\$	\$

*(cont'd. on page 2)*



# Chapter/Club/Network Deposit Form

STEP 1		Enter amount paid in column A, B, or C		
Name/Business		Cash (A)	Check (B)	Online Pmt. (C)
31.		\$	\$	\$
32.		\$	\$	\$
33.		\$	\$	\$
34.		\$	\$	\$
35.		\$	\$	\$
36.		\$	\$	\$
37.		\$	\$	\$
38.		\$	\$	\$
39.		\$	\$	\$
40.		\$	\$	\$
41.		\$	\$	\$
42.		\$	\$	\$
43.		\$	\$	\$
44.		\$	\$	\$
45.		\$	\$	\$
<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)	\$
	Online Pmt. (C)	\$
<b>Grand Total:</b>		

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

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

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

\_\_\_\_\_  
Date

**FOR FSAA OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Account number: \_\_\_\_\_  
Date: \_\_\_\_\_ Deposit date: \_\_\_\_\_