

## ASMC Club and Organization Revenue Deposit Form

1. This form must be COMPLETE to be accepted by Mills College Cashier.
2. Record currency detail:
  - a. Indicate cash denominations (using currency value) and total cash  
(example: Under "detail of cash submitted" \$20 x 4 = \$80.00 + \$5 x 3 = \$15.00 adds up to "cash total" of \$95.00)
  - b. Indicate total dollar amount of checks in "check total"
3. Record total cash amount in "cash total" and total check amount in "check total"
4. Record combined totals of cash and checks in "\$ revenue amount" and both "total revenue submitted" boxes

\_\_\_\_\_  
Deposit date

\_\_\_\_\_  
Club/Organization Name

725 \_\_\_ \_\_\_ -5121-8540-512  
Club/Organization Banner Number  
(available from Treasurer or ASMC Finance Chair)

\_\_\_\_\_  
Event Title

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Mills ID

\_\_\_\_\_  
Student Email Address

\_\_\_\_\_  
Student Phone Number

Deliver this form and all cash/checks to Cashier, Sage Hall. When Cashier is not open, place form and all cash/checks in a sealed envelope and securely deposit in Finance Office drop box outside Sage Hall entrance located closest to Carnegie Hall (not HMDS drop box located outside the Sage hall entrance closest to NSB).

Mills College  
Controller's Office

### Revenue Deposit Form

ASMC Club/Organization
Student Name
Event
Date

**Purpose:** To record and deposit money received by departments

\$ Revenue Amount	Fund or Index	Org.	Acct.	Prog.	Description for data entry	Detail of Cash Submitted
	725 _____	5121	8540	512		20's _____
						10's _____
						5's _____
						1's _____
						.50's _____
						.25's _____
						.10's _____
						.05's _____
						.01's _____
						other _____
					Cash Total:	_____
					Check Total:	_____
	<b>Total Revenue Submitted</b>				<b>Total Revenue Submitted</b>	

**\*\*\* This form cannot be used to process leftover Cash Advance funds. To return unspent Cash Advance funds, submit yellow Cash Advance form with leftover cash to ASMC Finance Chair. \*\*\***