

EVENT DEPOSIT SHEET

EVENT: _____

DATE: _____

Faculty or Staff Member (Count 1- required): _____

Faculty or Staff Member (Count 2- recommended): _____

Change Order Checked Out: \$ _____
(Business Office Employee)

Change Order Checked In: \$ _____
(Business Office Employee)

*Change order is to be in a bag separate from event funds

EVENT:

COUNT 1		COUNT 2	
COIN	\$		\$
100	\$	100	\$
50	\$	50	\$
20	\$	20	\$
10	\$	10	\$
5	\$	5	\$
1	\$	1	\$
CASH	\$	CASH	\$
CHECKS	\$	CHECKS	\$
CREDIT CARDS	\$	CREDIT CARDS	\$
TOTAL	\$	TOTAL	\$

Deposit:	Fund- Dept - Acct	Description: Tickets/Concessions/ Clothing	Taxable - Yes/ No
\$	- -	_____	Y or N
\$	- -	_____	Y or N
\$	- -	_____	Y or N
\$	- 0000-2020	6% Sales Tax _____	

TOTAL \$

This total should match the totals above