



DEPOSIT TRACKING FORM

THIS FORM MUST ACCOMPANY ALL PAYMENT COLLECTIONS FOR
EVENTS/FUNDRAISING/STUDENT ACCOUNTS (CASH, CHECK, ELECTRONIC)

NAME	
PHONE	
EMAIL	
CHAIR POSITION	

ITEMIZED PAYMENTS

Instructions: When collecting payments, ALL payments must be logged below. It is important that the "FORM OF PAYMENT" is indicated as one of the following: CASH, CHECK (INCLUDE CHECK NUMBER), VENMO, PAYPAY, SQUARE. Electronic payments need to be verified PRIOR to issuing a receipt. Ensure that date indicated below matches the date that the payee submitted payment.

PAYMENT DATE	NAME OF PAYEE	DESCRIPTION	FORM OF PAYMENT	AMOUNT
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL				\$

DESCRIPTION MONEY IS COLLECTED FOR

RECONCILIATED BY:			
NAME		POSITION	
SIGNATURE		DATE	



DEPOSIT TRACKING FORM

THIS FORM MUST ACCOMPANY ALL PAYMENT COLLECTIONS FOR
EVENTS/FUNDRAISING/STUDENT ACCOUNTS (CASH, CHECK, ELECTRONIC)

Signature		Date	

RECONCILIATED BY:			
NAME		POSITIO N	
SIGNATURE		DATE	