

ASOCC Cash Handling Form

If your club plans to handle funds at meetings and events (i.e. fundraiser), please complete and submit this form with a completed *Special Events Application* to the ASOCC Office by Tuesday at 12 noon for approval at the next Inter Club Council Board meeting. All club meetings and events must be approved before their occurrence.

The purpose of the Cash Handling Form is as follows:

- To ensure the adequate safekeeping, prompt deposit, and proper accounting for all funds received by any ASOCC registered clubs.
- To ensure that proper controls are in place to prevent mishandling of funds.

Please refer to the *Club Fundraisers* and *ASOCC Accounting/Monetary Policies & Procedures* sections in the ASOCC Club Handbook for more information or contact the College Life Coordinator at (714) 432 5730.

1. Describe the fundraiser or money collection. Please list all items being sold.

2. State the selling price per unit (i.e. \$2.00/item). _____

3. State the number of units to be sold. _____

4. Describe what the proceeds will be used for.

a. If the proceeds will be donated, indicate the recipient organization/group, a contact person, and phone number. _____

5. Names of club members who will be present to collect funds during event. (Try to limit the number of club members who will be handling funds.)

6. Name of club member or advisor who will deposit funds to the Bursar's Office after the event is over. (Clubs are not allowed to hold external/off campus bank accounts for any reason. If the Bursar's Office is closed after the event, then contact Campus Safety (714) 432 5017 to obtain access to the Bursar's Office drop safe.)

Club Officer Name: _____ Club Officer Signature: _____ Date: _____

Club Advisor Name: _____ Club Advisor Signature: _____ Date: _____