

INCOME SUBMISSION FORM

Submit a form as soon as income is received, even if more may follow from same event/activity.

Date submitted: _____

Submitted by: _____

Phone: _____

Describe the event/activity that generated this income and its purpose: _____

What committee budget or income category should be credited with this income? _____

Tally:

CASH			CHECKS			TOTAL
Denom- ination	X Number of bills	= Total	Name and check number	Amount	Cash + Checks = Total	
1s						
5s						
10s						
20s						
50s						
100s						
Coins						

Place the signed form/and income in an envelope and seal it. Write Committee name and sign and date the outside of sealed envelope. Place in the RED Folder in the vertical file on the credenza in the SNUUC office.

Keep a copy for your committee's records.

Approved by: _____ (Committee Chair)

(If signer is not the Committee Chair, please state role.)

On date: _____