# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describethe 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-inaton | XNumber 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_