



Santa Clara University Catala Club

DEPOSIT SUPPORT FORM (Please use one form per event/category)

TO: CATALA CLUB TREASURER

DATE: _____

FROM: _____

DESCRIPTION OF EVENT:

A). Fundraiser Title _____

B). Dues _____

C). Monthly Luncheon Date _____

D). Miscellaneous _____

CATEGORY (ie: reservations, centerpiece sales, donation, opp drawing)):

DEPOSIT ITEMS: CASH TOTAL \$ _____

CHECK TOTAL \$ _____

TOTAL DEPOSIT \$ _____

A LIST MUST BE ATTACHED TO THIS FORM IDENTIFYING DETAIL OF CASH. IF CHECKS ARE ATTACHED, A PHOTOCOPY OF EACH CHECK IS REQUIRED

SUBMIT THIS FORM ALONG WITH SUPPORTING LIST, CASH AND/OR CHECKS AND PHOTOCOPIES OF CHECKS TO THE TREASURER. DO NOT PUT IN THE MAIL

KEEP A COPY FOR YOUR RECORDS – destroy photocopies once deposits are included in monthly Board Reporting