Fundraising Deposit Form (FDF)

A. Procedures



- Please refer to the Fundraising Guideline for handling money.
- Checks should be payable to Morton College.
- Safe keep all collected funds in a cash box. To obtain cash box for your fundraiser please pick in development office and return after your event has concluded.
- Staff, faculty, advisors, and co-advisors can make deposits. Students should not make deposits.
- Make all deposits into the development account within 24 hours of your fundraiser at the cashier's office located in building A, first floor.
- If your fundraiser is ongoing for several weeks or months. Be sure to make weekly deposits.

B. Fundraising	Information
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Date of Deposit:
Name of Event:
Name of Department or Club/Organization:
Name of Depositor:
Email of Depositor:

C. Deposit Information

Date Funds Deposited	Indicate if Cash, Check, Money Order	Check Number	Total Amount	Deposit Account Number	(Cashier Use Only)
Ex: 01/25/2020	Cash	N/A	\$600.00	1234-5678-91011-121314	
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		Total Deposited:

D.	Depositors/Cashiers Signature	