

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