

Donations Audit Trail

SOMeCA

SOAR/Student Media/Cultural Arts & Diversity

A deposit appointment is required for all on-campus collections of funds and must be scheduled before collections begin. **All funds must be deposited at your SOMeCA office within 1 business day of the end of the event. No electronic collection of funds (Venmo, Paypal, etc.).** Donations must be numbered sequentially. If more pages are needed, use the Donations Audit Trail Supplement Sheet.

SECTION 1 – CONTACT & EVENT

Name		Organization	
Email @ucsc.edu		Phone	
Event		Date	
<input type="checkbox"/> A deposit appointment has been scheduled.	Deposit Date	Deposit Time	: AM / PM

SECTION 2 – DONATIONS

#	Name of Donor (or "Declined to Give" if Donor Chooses)	Date	Amount
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
Total Funds, This Sheet (1 of _____)			\$
Total Funds to Deposit, All Sheets			\$

SECTION 3 – AUTHORIZATION

I certify the information above is true and accurate to the best of my knowledge and that I accept responsibility for the full amount of funds listed here.

Authorizing Signature 1	Print Name	Date
Authorizing Signature 2	Print Name	Date

