Cash or Checks for Fundraising Forms

- Go to UMM Service Center website at www.bc.edu/ummsc.
- Click on “Frequently Used Forms”
- Click on “Deposit Forms for Fundraising and Gift”
- Type your username and password and click “OK”

Please open these forms and fill them out. You will need to fill out:

- Date (top right corner)
- Deposit Description – check appropriate box and if “Miscellaneous Funds” is checked please specify.
- Under check information, please fill out the check number and the amount. The form will automatically total the check amounts in the subtotal and total check section.
- Under cash information, please put the amount of cash to be deposited in the appropriate description and if “Miscellaneous Funds” is checked please specify. The form will automatically total the cash amounts in the subtotal and total cash section.
- “Total Checks” and “Total Cash” will automatically add in the “Total Deposit” section of the form.
- Please use the second page for additional checks and note that the second page will automatically add to the “Subtotal” and “Total Deposit” section.

*Please note: For Mass Collections, please fill in the “Donation Recipient” in the “Fundraising” section of the form.

**Fundraising/Fees go to the 2nd floor of UMMS, Brock House (78 College Rd).**

Cash and Check Guidelines

If it is cash, the guidelines for banding cash for deposit are:
- within the bands of $100, bills must be facing the same way
- Singles are banded in batches of $25
- Bills **NOT** in groups of $100 are banded and amount is noted on paper band
- Coins are counted by denomination and placed in coin envelopes

If submitting checks, the checks should be listed on deposit sheet.

The cash and/or checks are totaled on deposit sheet and 2 copies are made, one for the program administrator and one for the SC.

Deposits should be hand-delivered to the 2nd floor of the University Mission and Ministry Service Center (Brock House, 78 College Rd).
**DO NOT** bring down deposits with a **fund code** that begins with a #2(gift donations) to the cash office. Bring those deposits to the UMMSC.

**Checks for Donations Forms**

- Go to UMM Service Center website at [www.bc.edu/ummsc](http://www.bc.edu/ummsc).
- Click on “Frequently Used Forms”
- Click on “Deposit Forms for Donations”
- Type your username and password and click “OK”

Please open these forms and fill them out. You will need to fill out:

- Date (top right corner)
- Under check information, please fill out the check number and the amount. The form will automatically total the check amounts in the “Subtotal” and “Total Deposit” section.
- “Total Checks” will automatically add in the “Total Deposit” section of the form.
- Please use the second page for additional checks and note that the second page will automatically add to the “Subtotal” and “Total Deposit” section.

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**Donations go to the UMMSC, Brock House (78 College Rd).**

**Checks for Gift Donations Guidelines**

Program administrator collects checks for donations. The checks are listed on deposit sheet and totaled.

The checks and deposit sheet should be hand-delivered to the SC.

Program administrator will receive and review the daily batch detail report from the UMMSC and will report any questions or issues to the UMMSC.