



The University Corporation, San Francisco State  
 1600 Holloway Ave, Admin. Building #361  
 San Francisco, CA 94132

## STUDENT ORG DEPOSIT TRANSMITTAL (DONATIONS ONLY)

Please bring this form and your deposit to DEVELOPMENT DEPT.  
Admin. Building Room #153

Prepared by: \_\_\_\_\_  
 Verified by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Program Contact: \_\_\_\_\_  
 Program Email: \_\_\_\_\_  
 Program Phone: \_\_\_\_\_  
 Student Organization Name: \_\_\_\_\_  
 Student Organization Account #: \_\_\_\_\_

Item Type or Account No.	Fund Number (Student Org Acct#)	Department Number	Project Number	Payor (First Name, Last Name)	Type of Deposit (check, Money order, Cash, Foreign Draft)	Amount	Additional Information	Development Use Only
503904		9100						
503904		9100						
503904		9100						
503904		9100						
503904		9100						
503904		9100						
<b>TOTAL:</b>								

Bills (Enter Total Amounts)	COINS(Enter Total Amount)
\$1.00	\$0.01
\$2.00	\$0.05
\$5.00	\$0.10
\$10.00	\$0.25
\$20.00	\$0.50
\$50.00	\$1.00
\$100.00	
Total Currency:	Total Coins:

No. of CHECKS \_\_\_\_\_

Total Cash Amnt \$ \_\_\_\_\_  
 Total Checks Amnt \$ \_\_\_\_\_  
**TOTAL DEPOSIT \$ \_\_\_\_\_**

- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation
- 2 Attach the following to the deposit transmittal form:
  - a. Adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
  - b. Copies of all checks
  - c. All supporting documentation (calculation spreadsheets, emails, event flyers)