U CORP

STUDENT ORG DEPOSIT TRANSMITTAL (DONATIONS ONLY)

Prepared by (print & sign): _____
Verified by (print & sign): _____
Date: _____
Program Contact: _____
Program Email: _____
Program Phone: _____
Student Organization Name: _____
Student Organization Account #: _____

Please bring this form and your deposit to DEVELOPMENT DEPT. Admin. Building Room #154-C

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						
					TOTAL:			

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1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation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)

Donation Deposit Form Checklist

- Submit Donation Deposit Form to **Development in ADM 154**

- ☐ Two people prepared the deposit and provided signatures
- ☐ The president or treasurer verified the deposit and provided signature
- ☐ Each donation is separated onto new line
- ☐ Each line has a purpose or description of where the donation came from
- ☐ **Supporting documentation** is provided for each line in the deposit (calculation spreadsheets, emails, event flyers)

For CASH:

- ☐ Each bill and coin is totaled by denomination on the form
- ☐ All bills organized by denomination
- ☐ Include adding machine tape that reconciles each cash denomination and the total of all cash

For CHECKS:

- ☐ All checks are made payable to *"The University Corporation - [Student Org. Name]"*
- ☐ Include the Student Org Acct # Number *"UXXXX"* in the memo line
- ☐ Include adding machine tape / worksheet that reflects each check amount and total of all checks
- ☐ **Copies of all checks** are provided with deposit form

*The Student Activities and Events Staff (Student Services Building Rm#206) will allow student organizations to use the office copy machine and receipt calculator as a resource provided if needed.