



**** DO NOT USE THIS FORM FOR DONATIONS (Please use other form)**

STUDENT ORG DEPOSIT TRANSMITTAL

PLEASE SUBMIT THIS FORM TO BURSAR'S OFFICE WINDOW G
 Mon -Thurs 8:30am - 5:00 pm & Fri 8:30am - 4:30 pm

Prepared by (print & sign): _____
 Verified by (print & sign): _____
 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 (i.e. purpose, description of event) |
|--------------------------|------------------------------------|----------------------|----------------|----------------------------------|---|--------|---|
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| | | 9100 | | | | | |
| TOTAL: | | | | | | | |

Note (examples of what account to use):

- *580807 - For Merchandise Sales (examples: Book Sales, Sweatshirt Sales)
- *580931 - For All Revenue (examples: Membership Dues, Ticket Sales, Revenue from Volunteering/Membership, Food Fundraising Revenue)
- *660003 - Petty Cash Return (use this account if depositing unused petty cash)

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- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation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

Deposit Form Checklist

- Submit Deposit Form to **ADM 155, Window G**
 - Two people prepared the deposit and provided signatures
 - The president or treasurer verified the deposit and provided signature
 - Each line is separated into the correct item type (Merchandise Sales, All Other Revenue, Petty Cash Returns)
 - Each line has a purpose or description of where the deposit 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 or worksheet that reconciles each cash denomination and the total of all cash

For CHECKS:

*Deposits with multiple checks of the same item type can be combined on one line with a spreadsheet of payers & total amounts of each check attached.

- All checks are made payable to "*The University Corporation - [Student Org. Name]*"
- Include the Student Org Acct# Number "*UXXXX*" in the memo line
- All checks are endorsed with student org. name
- 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.