



**** 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: _____
 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 (i.e. purpose, description of event)
		9100					
		9100					
		9100					
		9100					
		9100					
		9100					
		9100					
		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:

Total Cash Amnt \$ _____
 No. of CHECKS _____ 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- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation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.**