



## Deposit Form Checklist

- Submit Deposit Form to **ADM 155, Window D**
  - 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, etc.)
  - 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.**