



**** 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:

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- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation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