

Deposit Form Checklist

- Submit Deposit Form to **ADM 155, Bursar Window D**
 - Two student org members prepared the deposit and provided signatures
 - Each line is separated into the correct item type (Merchandise Sales, Sponsorships/Food Fundraising Revenue, Membership Dues, Balance Transfers, All Other Revenue, Petty Cash Return)
 - Each line has a purpose or description of where the deposit came from
 - Supporting documentation must be provided** for each line in the deposit (calculation spreadsheets, email correspondence, 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.