



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

**STUDENT ORG DEPOSIT TRANSMITTAL**

Prepared by (print & sign): \_\_\_\_\_  
 Verified by (print & sign): \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Program Contact: \_\_\_\_\_  
 Program Email: \_\_\_\_\_  
 Program Phone: \_\_\_\_\_  
 Student Organization Name: \_\_\_\_\_  
 Student Organization Account #: \_\_\_\_\_

PLEASE SUBMIT THIS FORM TO BURSAR'S OFFICE WINDOW D  
 Please visit <https://bursar.sfsu.edu/contact> for hours of operation

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					
		9100					
						<b>TOTAL:</b>	

- Note (examples of what account to use):**
- \*580807 - Merchandise Sales (examples: Book Sales, Sweatshirt Sales)
  - \*503906 - Sponsorships / Food Fundraising Revenue (example: paid company logos on event flyers & merchandise/ % portion of sales revenue collected from restaurants)
  - \*580920 - Membership Dues
  - \*580090 - Balance Transfers from Non-UCorp Bank accounts (example: Patelco bank closure)
  - \*580931 - For All Other Revenue (examples: Ticket Sales, Revenue from Volunteering at Events)
  - \*660003 - Petty Cash Return (use this account if depositing unused petty cash)

BILLS (Enter Total Amounts)		COINS (Enter Total Amounts)	
\$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- 1 Checks must be properly endorsed to The University Corporation, if not originally made payable to The University Corporation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, 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.**