

STUDENT ORGANIZATION DEPOSIT FORM

(A) Organization: _____

Fund: X81001 (Fundraising) X81000 (SGA Funds)

Organization Number: _____

_____ Date _____

Depositor's Name

_____@wcsu.edu

Depositor's Email Address

Please email a copy of all club deposits: **csi@wcsu.edu**

(B) Procedure:

- 1 - All funds must be deposited in accordance with State regulations and be deposited within 24 business hours of receipt.
- 2 - All deposits are to be brought to the Cashier's Office (1st floor – Old Main) between 8:30am – 4:00pm Monday - Friday.
- 3 - After hour deposits may be brought to the Information Desk for holding or the Campus Police Station. It is then the organization's responsibility to secure the funds the next business day to submit to the Center for Student Involvement.

(C) Deposit Details:

Date Funds Received	Indicate if Cash, Check, Money Order	Check Date	Check #	Amount	Description	Code (Cashier Use Only)
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
Total				\$		
					(Cashier's Use Only)	
					Cash total: _____	
					Check total: _____	
					Other total: _____	
					Total Deposit _____	
					Receipt Number: _____	
					Receipt Date: _____	
					Received by: _____	
					Funds Deposited within guidelines? <input type="checkbox"/> - Yes <input type="checkbox"/> - No	