



Student Organization _____

Fund Fund Raising (815) SGA (816) _____

Organization Account Number _____

Treasurer's Name _____

Treasurer's Phone Number _____

Treasurer's Email _____

STUDENT ORGANIZATION DEPOSIT SLIP

All monies received by WCSU must be deposited in accordance with State Regulations and be deposited with 24 hours.

Please use this form to ensure all funds are deposited on time and credited to the proper student organization.

Failure to deposit funds within guidelines require written explanation to the Coordinator of Bursar Services from the student organization president and advisor that includes corrective action taken.

All deposits are to be brought to the Cashier's Office, Old Main 106, Office Hours: M-F, 8 a.m. to 4:30 p.m. After hours, deposits may be dropped with the University Police (Midtown) or the Campus Center (Westside). You must get a locked bank bag from the Cashier's Office or the Campus Center Information Desk. You must arrange for a locked bank bag from the Cashier's Office or the Campus Center Information Desk, in advance to make an after hour money drop.

Date Funds Received	Cash, Check, or Money Order	Check Date	Check #	Amount	Description	Code (Cashier Use Only)
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
Total				\$		

Signature: _____ Date: _____

<i>Cashier Office use only - stamp receipt date</i>	Cash total _____	
	Checks total _____	
	Other _____	
Funds deposited within guidelines? Y / N	Total _____	Receipt # _____