

# STUDENT ORGANIZATION DEPOSIT FORM

## (A) Organization: \_\_\_\_\_

Fund: X81001 (Fundraising) X81000 (SGA Funds)

Organization Number: \_\_\_\_\_

Program: 505200 Account: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Depositor's Name

\_\_\_\_\_@wcsu.edu

Depositor's Email Address

## (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 (1<sup>st</sup> floor – Old Main) between 8:30am – 4:00pm Monday - Friday.
- 3 - Please email a copy of club deposits to [csi@wcsu.edu](mailto:csi@wcsu.edu)

### Account # Options:

- 519000 - Fundraising
- 519004 - Gifts/Donations
- 505300 - Tickets
- 505413 - Advertising
- 505008 - Membership/Dues
- 505407 - Program Income

## (C) Deposit Details:

Date Funds Received	Indicate if Cash, Check, Money Order	Check Date	Check #	Amount	Description	Code (Cashier Use Only)
				\$		
				\$		
				\$		
				\$		
				\$		
				\$		
<b>Total</b>				\$		

(Cashier's Use Only)

Cash total: \_\_\_\_\_

Check total: \_\_\_\_\_

Other total: \_\_\_\_\_

Total Deposit \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Received by: \_\_\_\_\_

Funds Deposited within guidelines?

☐ - Yes ☐ - No