

STUDENT ORGANIZATION DEPOSIT FORM

(A) Organization: _____

Fund: - X81001 (Fundraising) - X81000 (SGA Funds)

Organization Number: _____

_____ Date _____

Depositor's Name

_____ @connect.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 (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
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