

# DEPOSIT FORM

Student Government Association

Club \_\_\_\_\_

Person Depositing Funds \_\_\_\_\_

Position \_\_\_\_\_

Email and Phone \_\_\_\_\_ Today's Date \_\_\_\_\_

*Use this form to deposit all funds collected on behalf of the club.*

*Please remember:*

- funds collected must be deposited on the next business day*
- money should be counted in the presence of another individual*
- all funds must go through the club's account before being used*

## DEPOSIT MONEY FROM CASH ADVANCE *Attach Original, Itemized Receipts*

Amount of Cash Advance Received \$ \_\_\_\_\_

Total Amount of Expenses Purchased \$ \_\_\_\_\_

Cash Advance - Total Expenses = \$ \_\_\_\_\_

***Amount of Deposit \$ \_\_\_\_\_***

## DEPOSIT OTHER FUNDS

Please indicate how the funds were obtained:

- Donation to Club       Admission Fees/Ticket Sales       Money collected at Bucket Drive

Other (please explain) \_\_\_\_\_

Amount of Cash \$ \_\_\_\_\_

Amount of Checks \$ \_\_\_\_\_

***Total Deposit \$ \_\_\_\_\_***

Deposit in Budget Line \_\_\_\_\_

## SIGNATURE

\_\_\_\_\_  
Club Representative's Signature

*For Office Use Only:*

***Processed***

