



Date _____

Bursar Office Initial _____

College/Student Organization Deposit Form

Two people must (1) count checks and cash together, (2) complete and sign off on this form. (3) Walk the completed form with any cash and checks to the Bursar office for deposit on the same business day.

Cash should never be left unattended. Bursar will provide a receipt for the deposit

Organization: _____

Fund Number: _____

Source of Funds: _____

Date of Event: _____

Checks	\$
Sub Total	
Cash	
1.00	
2.00	
5.00	
10.00	
20.00	
50.00	
100.00	
Sub Total	
Coins	
0.01	
0.05	
0.10	
0.25	
0.50	
1.00	
Sub Total	
Total Deposit	\$

Signature

Date

Printed Name

Title

Signature

Date

Printed Name

Title