



Club Deposit Form

- 1) Complete the club deposit form below to account for total amount of funds deposited. The cashier will issue a receipt for the amount received to the Campus Life office and the club representative listed below.
- 2) Clubs are expected to print, fill out, and take club deposit form and monies to the cashier, located in 100b
- 3) Club treasurers/account custodians should record the amount of deposit in their respective accounting books to reflect an up-to-date account balance.

Club Name _____ Club # _____ Date _____

Club Event _____ Event Date _____

GL # _____

Check #	Name	Amount
Total Checks:		

# of Bills	X Denomination	= Total
	100.00	
	50.00	
	20.00	
	10.00	
	5.00	
	2.00	
	1.00	
Total Bills:		
# of Coins	X Denomination	= Total
	1.00	
	0.50	
	0.25	
	0.10	
	0.05	
	0.01	
Total Coins:		

Total Checks: _____

Total Bills: _____

Total Coins: _____

Total Deposit: _____

Deposit completed by: _____

Club Representative: _____ Email: _____

Cashier,
 Please forward receipt to Campus Life and the club representative. Please include the club event and date in the receipt comments.
 Thank you,
 Campus Life