

Deposit Form

A deposit form is essential to ensure that the correct amount of funds will be deposited into the appropriate agency account. Please, refer to our [website](#) to access the deposit form link.

Cash and checks MUST be deposited using separate forms.

How to

A completed deposit form includes:

1. A club/organization name and the account number for which funds are being deposited into. If you do not know your account number, Financial Services can assist you. Student clubs can only deposit money into their Agency account.
2. Name of the person making the deposit and indication whether they are an authorized signer on the account's signature form. Anyone can make deposits. This is for Financial Services records.
3. If depositing cash, write in the dollar amount for each type of coin and bill. Add up the dollar amounts of coins and the dollar amounts of bills and in the indicated fields, write in the totals for coins, bills, and the overall amount for all cash deposited. Be sure to record the dollar amount.
4. If depositing checks, write in each check number and the corresponding amount. All check dollar descriptions must match the dollar amount shown. Add up the total dollar amount of all checks and write the sum amount in the Totals field.

REMINDER: Cash and checks deposits are made on separate forms.

5. The Total Deposit amount on the cash form should be the sum of all coins and bill and the Total Deposit on the check form should be the sum of all check amounts. Cash and checks deposits are made on separate forms so the Total Deposit should never be the sum of both cash and checks deposits.



DEPOSIT FORM

1 Student Club/ Organization Sample Deposit (Checks)

Student Club/Organization Account Number 3S0123

2 Name of Depositor Star Niesl

Date 7/21/22

Authorized Signer

Cash/Travel Advance Return?

3 YES
NO

YES
NO

CA/TA # TA2223-0014

List of Deposits

COIN	AMOUNT
Pennies	
Nickels	
Dimes	
Quarters	
Half Dollar	
Dollar	
Total Coin	\$ 0

CURRENCY	AMOUNT
\$1	
\$2	
\$5	
\$10	
\$20	
\$50	
\$100	
Total Currency	\$ 0
Cash Grand Total	\$ 0

4

CHECKS	CHECK NUMBER	AMOUNT
1	1234	84.20
2	98765	15.60
3	135	80.42
4	7924686	79.48
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL DEPOSIT (checks only)		\$ 259.7

5

**If the number of checks is greater than 20, please enter the total number of checks under the check number column and submit a calculator tape.



DEPOSIT FORM

1 Student Club/ Organization Sample Deposit

Student Club/Organization Account Number 3S0123

2 Name of Depositor Star Niesl

Date 7/21/22

Authorized Signer

Cash/Travel Advance Return?

3 YES
NO

YES NO CA/TA # CA 2134

List of Deposits

COIN	AMOUNT
Pennies	0.24
Nickels	0.85
Dimes	0.10
Quarters	3.75
Half Dollar	0.00
Dollar	0.00
Total Coin	\$ 4.94

CURRENCY	AMOUNT
\$1	46.00
\$2	0.00
\$5	75.00
\$10	20.00
\$20	40.00
\$50	0.00
\$100	200.00
Total Currency	\$ 381
Cash Grand Total	\$ 385.94

CHECKS	CHECK NUMBER	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
**	TOTAL DEPOSIT (checks only)	\$ 0

5

****If the number of checks is greater than 20, please enter the total number of checks under the check number column and submit a calculator tape.**