

**UNIVERSITY CLUB CASH DEPOSIT FORM**

(Use this form when depositing cash, checks, and currency into student organization/club accounts. Please bring your completed and signed form along with the total deposit to Student Financial Services in UH-034.

**\*\*Do not bring to Office of Student Leadership and Engagement\*\***

**STUDENT CLUB/ORGANIZATION INFORMATION**

Club/Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Depositor Name: \_\_\_\_\_ CSUSB ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ CSUSB Email: \_\_\_\_\_

Total Cash (adding machine tape or worksheet)	\$
Total Checks (adding machine tape or worksheet)	\$
# of Checks:	

**DEPOSIT INFORMATION**

If the deposit includes multiple activities, please identify and provide details for each activity.

**\*Note: Checks should be made payable to CSUSB and then Club Name**

FUND	AMOUNT	ACTIVITY NAME (E.g. membership dues, contributions, events, etc.)	ACTIVITY DESCRIPTION (describe activity details & attach supporting documents)
ST _ _ _		DUES/MEMBERSHIP	
ST _ _ _		SALES/FUNDRAISING/ EVENTS	
ST _ _ _		OTHER (please describe)	

TOTAL DEPOSIT	\$	<u>Account</u> 580093	<u>Department</u> B0535	Verified by: _____
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\*True donations must be deposited through University Advancement to include tax valid receipts. There is no 5% fee applied.

Contact Dana Franklin for assistance | (909) 537-3979

**FOR SFS USE ONLY**

Received and Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL DEPARTMENTAL DEPOSIT: \$ \_\_\_\_\_

Transaction No. \_\_\_\_\_

Explanation for Discrepancies: \_\_\_\_\_

## **University Club Cash Deposit Form Instructions**

*Deposits can be made to your account by utilizing this form and submitting it to Student Financial Services (SFS). SFS is located in UH 035 and open from 8:00am-5:00pm Monday – Friday and Summer Hours 7:00am-5:30pm Monday - Thursday*

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### **Deposit Form Steps**

#### **Student Club Information**

1. **Club Name** – club name on Trust Fund Fact Sheet
2. **Date** – today's date
3. **Depositor Name** – name of person depositing
4. **CSUSB ID** – school ID (0000000000)
5. **Phone Number** – depositor's phone number
6. **CSUSB Email** – school email (000000000@coyote.csusb.edu)

#### **Cash/Checks Information**

1. **Total Cash** – amount of money in cash being deposited
2. **Total Checks** – amount of money in checks being deposited
3. **# of Checks** – amount of checks

#### **Deposit Information**

*Include all relevant activities and identify details. Checks made payable to CSUSB then Club Name.*

1. Provide ST number, amount, activity name, and description for given deposit.
  - a. Dues/Membership
  - b. Sales/Fundraising/Events
  - c. Other (describe)
2. Total Deposit
3. Verification of deposit from club member, not depositor
4. Donations are deposited through University Advancement that require a tax receipt. If in need of assistance, contact Dana Franklin | (909) 537-3979
5. No 5% fee applied to donations.

#### **Steps After Completing Form**

1. Deposit all receipts (cash/check) with Student Financial Services within one week of receipt.
2. Establish good controls over cash receipts, use a lock box or safe to store cash and receipts.
3. Attach copies of hand receipts to the deposit form.
4. Transport deposits to Student Financial Services in locked bag in dual custody if deposit is greater than \$250.00 and police escort for deposits over \$2,500.00.

***\*For further assistance on the deposit process contact Dana Franklin | (909) 537-3979***