

November 2018




HOW TO DEPOSIT MONEY INTO STUDENT ORGANIZATION BANK ACCOUNT



STUDENT ORGANIZATION DEPOSIT FORM

- All cash and checks collected by a student organization must be deposited into their student organization account in the Accounting Office the same day of their event.
- All cash and checks must be stored in a locked cash box. Cash boxes can be rented out in Students Services.
- For evening events and overnight deposits, please read the **“Student Activities- Student Organization Money Handling Policy”** located on the NSC Presence Page in the “Documents” tab.
- Deposit Form is located on the NSC Presence Page in the “Documents” tab. The form is titled **“Accounting- Student Organization Deposit Form.”**

		Deposit Slip	
August 22, 2015		American Medical Student Association	
Deposit Date		Student Organization	
		55049	
		Index	
Checks			
123	Mr. Charles Jones	Bake Sale Proceeds	\$ 10.00
Check #	Name	Purpose of deposit	Deposit Amount
			\$ -
Check #	Name	Purpose of deposit	Deposit Amount
			\$ -
Check #	Name	Purpose of deposit	Deposit Amount
			\$ -
Cash			
		Bake Sale Proceeds	\$ 75.00
	Name	Purpose of deposit	Deposit Amount
			\$ -
	Name	Purpose of deposit	Deposit Amount
			\$ -
	Name	Purpose of deposit	Deposit Amount
			\$ -
Break Down			\$ 85.00
			Deposit Total
Cash Total:	\$ 75.00		
Check Total:	\$ 10.00		
Deposit Total	\$ 85.00	difference	\$ -
Deposited By: Student Treasurer's Name		Date:	8/22/2015
Received By:		Date:	
<i>Accounting Use: Cut here and return bottom portion to depositor.</i>			
Receipt			Date: _____
	Department	Accounting Use: Verify	
Cash	75.00		
Checks	10.00		
Credit Cards			
Total Deposit	85.00		
Deposited By: _____		Date: _____	
Received By: _____		Date: _____	

deposit date



full name of student organization- no acronym



student organization index number



Include check number, name on check, purpose of deposit, and amount



Include purpose of deposit and amount



Treasurer's name



deposit date

