

Deposit Slip - Student Organizations

DIRECTIONS: 1. Verify each check is addressed to "VCOM-VC Student Orgs" (with your group name in Memo line), is dated, and signed. 2. List each check in the table below. 3. Describe nature of check. *If # of checks exceeds 22- please enter on an Excel document and attach 4. Count your cash and enter the values in "cash" section. 5. Verify your total deposit amount in the space provided. 6. Print, sign & make a copy of this form for your records. 7. **Place your money & this deposit slip together inside an envelope.** 8. **Seal your deposit envelope!** 9. Place sealed envelope in Student Services' "Deposits" folder or hand to Student Services Staff.

Student Organization:

Date Given to Student Services:

CHECKS

	Check Number:	Amount:	For:	Extra Description (Optional):
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

Check Total: \$ - Use "Additional Checks" worksheet, if needed

SQUARE APP:

Dates of the Transactions:

Transactions Labeled as:

Square App Total: \$

DEPOSIT SUMMARY

CASH			Total Deposit (Checks + Cash)
Item:	Quantity of this Item:	Line Total:	\$ -
\$1 Bills		\$ -	Treasurer's Name (Typed/Printed):
\$5 Bills		\$ -	
\$10 Bills		\$ -	Treasurer's Signature*:
\$20 Bills		\$ -	
\$50 Bills		\$ -	* By signing the line above, you signify that you have completed Steps 1-9 in the "Directions" box above, and have checked this deposit for accuracy.
\$100 Bills		\$ -	
Cash Total:		\$ -	