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"** or hand to Student Services Staff.

Student Organization: | Date Given to Student Services:

CHECKS

Item	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 "Additonal Checks" worksheet, if needed*

SQUARE APP:

Dates of the Trasactions: | Transactions Labeled as:

Square App Total: $

CASH

Item:	Quantity of this Item:	Line Total:
$1 Bills		$ -
$5 Bills		$ -
$10 Bills		$ -
$20 Bills		$ -
$50 Bills		$ -
$100 Bills		$ -
Cash Total:		$ -

DEPOSIT SUMMARY

Total Deposit (Checks + Cash)

$ -

Treasurer Name (Typed/Printed):

Treasurer's Signature*:

* 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.