

Deposit Slip - Student Organizations

DIRECTIONS: 1) Checks should be addressed to "VCOM-VC Student Orgs" (with your org name in Memo line). 2) List each check in the table below and describe the nature of the check. One check can be submitted for multiple deposits as long as the form includes a clear description of each deposit. 3) Count your cash, enter the values in "cash" section, and describe the nature of the cash deposit. 4) Verify your total deposit amount in the space provided. 5) Print, sign & make a copy of this form for your records. 6) Turn in cash and checks to Student Affairs along with this form. 7) All merch and fundraiser deposits should be submitted within two weeks of the event.

Student Organization:

Date Submitted to Student Affairs:

CHECKS

Check Number:	Amount:	Description:

Check Total: \$

CASH

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

Cash Total: \$

SQUARE APP:

Dates of the Transactions:

Transactions Labeled as:

Square App 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 1-7 in the "Directions" box above, and have checked this deposit for accuracy.

Notes from Student Affairs: