

STUDENT ORGANIZATION DEPOSIT SLIP

Student Organization

Name: _____ ACCOUNT #: _____

Description:

(i.e. Event, Membership fees, etc.)

Name of Depositor:

_____ PHONE: _____

Student Organization Authorization:

President:

Print

Signature

DATE:

Treasurer:

Print

Signature

DATE:

REVENUE ACCOUNT	CASH/ MONEY ORDER		CHECKS (non-personal)		TOTAL DEPOSIT
503860 Donation		+		=	
503867 ASI Award		+		=	
580090 Operating Revenue		+		=	
580922 Membership		+		=	
504910 Taxable Sales		+		=	
TOTAL DEPOSIT					

Checks	Check Number	Payor	Amount
1			
2			
3			
4			
5			

U-SU use only

Verified By:

Date:

Cash:

\$ _____

Total

Checks:

\$ _____

Deposit:

U-SU STUDENT ORGANIZATION ACCOUNT DEPOSIT INSTRUCTIONS

1. Fill in your organization name and your U-SU Student Organization Account number.
2. Describe the type of deposit(s) in the description section.
3. Fill in depositor name and phone number.
 - a. Can be any member listed as authorized signer.
4. Choose which Revenue Account that best describes your deposit:
 - a. **503860: Donations (tax deductible)**
 - b. **503867: ASI Award**
 - c. **580090: Operating Revenue (proceeds to benefit)**
 - d. **580922: Membership Dues**
5. Enter the amount per cash/money order and/or checks in the appropriate revenue account(s).
6. List each check separately as to check number, payor, and check amount for up to five checks.
7. Enter your U-SU Student Organization Account number on the checks to be deposited.
8. Add all deposit amounts for the total deposit.
9. Attach supporting documentation for each deposit. This could include:
 - a. Bank Statement (initial deposit only)
 - b. Sales Receipt Log
 - c. Copy of CSI signed Event Registration Form for events
 - d. Copy of ASI funding award letter/email, or
 - e. Copy of ASI Request for Payment
 - f. Copy of record for membership dues collected
10. All deposits without attached cash, checks and appropriate supporting documents will not be accepted by U-SU and will be returned immediately.
11. The organization's president and treasurer must sign and date the club and organization deposit slip, and submit it to U-SU 306.
12. U-SU business office will verify the deposit amount and follow Cal State LA Cash Handling Guidelines when processing the deposit.