



**UNIVERSITY CLUB CASH DEPOSIT FORM**

Use this form when depositing cash, checks, and currency into student club accounts. Please bring your completed and signed form along with the total deposit to Student Financial Services in UH-034.

**STUDENT CLUB/ORGANIZATION INFORMATION**

Club/Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Depositor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Coyote ID: \_\_\_\_\_

<b>Total Cash</b> (adding machine tape or worksheet)	\$
<b>Total Checks</b> (adding machine tape or worksheet)	\$
<b># of Checks:</b>	

**DEPOSIT INFORMATION**

If the deposit includes multiple activities, please identify and provide details for each activity.  
**\*Note: Checks should be made payable to CSUSB and then Club Name**

FUND	AMOUNT	ACTIVITY NAME (E.g. membership dues, contributions, events, etc.)	ACTIVITY DESCRIPTION (describe activity details & attach supporting documents)
ST ___		<b>DUES/MEMBERSHIP</b>	
ST ___		<b>SALES/FUNDRAISING/ EVENTS</b>	
ST ___		<b>OTHER</b> (please describe)	

<b>TOTAL DEPOSIT</b>	\$	<u>Account</u> <b>580093</b>	<u>Department</u> <b>B0535</b>	Verified by: _____
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\*True donations must be deposited through University Advancement to include tax valid receipts. There is no 5% fee applied. Contact Crystal Henderson for assistance | (909) 537-3237.

**FOR SFS USE ONLY**

Received and Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

TOTAL DEPARTMENTAL DEPOSIT: \$ \_\_\_\_\_

Transaction No. \_\_\_\_\_

Explanation for Discrepancies: \_\_\_\_\_

\_\_\_\_\_