



UNIVERSITY CLUB CASH DEPOSIT FORM

Use this form when depositing cash and checks into club accounts. For deposits including cash please email Student Financial Services at sfs@csusb.edu for an appointment. For check only deposits please mail your completed and signed form along with endorsed check(s) to CSUSB Student Financial Services 5500 University Parkway, San Bernardino, CA 92407. Please do not mail cash.

STUDENT CLUB/ORGANIZATION INFORMATION

Club/Organization Name: _____ Date: _____

Depositor Name: _____ CSUSB ID: _____

Phone Number: _____ CSUSB Email: _____

Total Cash (adding machine tape or worksheet)	\$
Total Checks (adding machine tape or worksheet)	\$
# of Checks:	

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 ___		DUES/MEMBERSHIP	
ST ___		SALES/FUNDRAISING/ EVENTS	
ST ___		OTHER (please describe)	

TOTAL DEPOSIT	\$	<u>Account</u> 580093	<u>Department</u> B0535	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 Dana Franklin for assistance | (909) 537-3979.

FOR SFS USE ONLY

Received and Verified by: _____ Date: _____

TOTAL DEPARTMENTAL DEPOSIT: \$ _____

Transaction No. _____

Explanation for Discrepancies: _____

University Club Cash Deposit Form Instructions

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Deposit Form Steps

Student Club Information

1. **Club Name** – Club Name on Trust Fund Fact Sheet
2. **Date** – Today's Date
3. **Depositor Name** – Name of person depositing
4. **CSUSB ID** – school ID (000000000)
5. **Phone Number** – depositor's phone number
6. **CSUSB Email** – school email (000000000@coyote.csusb.edu)

Cash/Checks Information

1. **Total Cash** – amount of money in cash being deposited
2. **Total Checks** – amount of money in checks being deposited
3. **# of Checks** – amount of checks

Deposit Information *Include all relevant activities and identify details. Checks made payable to CSUSB then Club Name.*

1. Provide ST number, amount, activity name, and description for given deposit. Please ensure accuracy of the source of the deposit funds.
 - a. Dues/Membership
 - b. Sales/Fundraising/Events
 - c. Other (describe)
2. Total Deposit
3. Verification of deposit from club member, not depositor
4. Donations that require a tax receipt are deposited through University Advancement. If in need of assistance, contact Dana Franklin dfranklin@csusb.edu | (909) 537-3979
5. No 5% fee applied to donations.

Steps After Completing Form

1. Deposit all receipts (cash/check) with Student Financial Services within one week of receipt.
2. Establish good controls over cash receipts, use a lock box or safe to store cash and receipts.
3. Attach copies of hand receipts to the deposit form.
4. Transport deposits to Student Financial Services in locked bag in dual custody if deposit is greater than \$250.00 and police escort for deposits over \$2,500.00.

**For questions or further assistance on the deposit process contact
Dana Franklin | dfranklin@csusb.edu (909) 537-3979**