



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: _____ 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 Crystal Henderson for assistance | (909) 537-3237.

FOR SFS USE ONLY

Received and Verified by: _____ Date: _____

TOTAL DEPARTMENTAL DEPOSIT: \$ _____

Transaction No. _____

Explanation for Discrepancies: _____

University Club Cash Deposit Form Instructions

Deposits can be made to your account by utilizing this form and submitting it to Student Financial Services (SFS). SFS is located in UH 035 and open from 8:00am-5:00pm Monday – Friday.

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.
 - a. Dues/Membership
 - b. Sales/Fundraising/Events
 - c. Other (describe)
2. Total Deposit
3. Verification of deposit from club member, not depositor
4. Donations are deposited through University Advancement that require a tax receipt. If in need of assistance, contact Crystal Henderson | (909) 537-3237
5. No 5% fee applied to donations.

SFS Information

Clubs can disregard this information, only for Student Financial Services.

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 further assistance on the deposit process contact Crystal Henderson | (909) 537-3237***