

DEPARTMENTAL DEPOSIT FORM

Complete/print form, photocopy for your club records, and submit to Student Finance.

Department/Club: _____ Date: _____

Description: _____

Checks: \$ _____ Amount to Student Finance: _____
Add Checks, Currency, Coins

Currency: \$ _____ *Club Amount: _____
Amount to Student Finance divided by 1.055 to account for tax.

Coins: \$ _____ *Tax Amount: _____
Amount to Student Finance minus Club Amount.

Signature of Depositor: _____ Received By: _____

**Tax exempt deposits include membership dues, monetary donations, raffle sales, student self-payments for trips and conferences.*

| | Account | Fund | Program | Cost Center | Region | SUB <small>3 digits that belong exclusively to your club</small> |
|---------------|---------|-------|---------|-------------|--------|---|
| Credit | 4720 | FD750 | PG93400 | CC134 | REG002 | SUB- _____ |

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