

Memorandum

To: SAO Student Staff
CC: Stephanie Sirovatka-Marshall, Tony Kwiatkowski
From: Trish Briscoe
Date: 7/24/07
Re: Deposit Form Update

Use the duplicate form that is available in the Resource Center under the mailboxes or on the front desk of the Molinaro D133 Student Activities Office. Multiple checks and cash can be entered on the same form, however taxable and non-taxable deposits must be entered on separate forms.

When the form is filled out by the student depositor, make sure they list a full description of the “Source of Income”. Get as much information as possible. If it’s a fundraiser we need to know what kind? Sale of anything, needs a detailed description (baked goods, flowers, nursing supplies, books, T-shirts, drawings for a prize...), and if the items were donated or if they paid tax on them already.

Activities staff make sure you complete the whole form!!

- _ Sign your name and the date.
- _ Include Posted date & initials if you make the entry into the PA spreadsheet right away.
- _ Fill in account number if it is a 128 (Major Status Org)
- _ Check appropriate box for Taxable or Non-taxable.
NOTE: taxable & non-taxable deposits need to be on separate deposit slips
- _ 2nd copy (yellow) is given back to the depositor as their receipt.
- _ 1st copy (white) gets attached to the deposit and placed in the safe.
- _ If coin change is involved, place in a bag with the deposit slip and seal the bag before dropping it in the safe.

Any questions, please ask Stephanie.

Thanks!

DEPOSIT SLIP

Name of Organization _____ Date _____

Depositor's Name _____

Account to deposit in: (check one) Private Account 128 Account

Source of Income _____

Please provide a detail description

Cash Amount \$ _____

Check # _____ \$ _____

_____ \$ _____

_____ \$ _____

Total Deposit \$ _____

OFFICE USE ONLY

Activities Staff / Date _____

Acct 128-G-16-_____.

Cashier / Date _____

Bursar # _____.

Taxable

Non-taxable

Posted

Verified



White – Org File Yellow – Org

DEPOSIT SLIP

Name of Organization _____ Date _____
_____.

Depositor's Name _____
_____.

Account to deposit in: (check one) Private Account 128 Account

Source of Income _____
_____.

Please provide a detail description

Cash Amount _____ \$ _____
_____.

Check # _____ \$ _____
_____.

_____ \$ _____
_____.

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\$ _____

Total Deposit \$ _____

OFFICE USE ONLY

Activities Staff / Date _____

Cashier / Date _____

Taxable

Non-taxable

Posted

Acct 128-G-16-_____.

Bursar # _____.

Verified

White – Org File Yellow – Org