

This form is to be used for organization deposits. Please take note of the instructions below:

- An organization may collect money through fundraisers, dues, ticket sales, or similar activities. Funds (cash and checks) collected in this manner should be deposited as soon after collection as possible. Organization monies should not be kept in your personal possession.
- Making deposits into your RSOs center:
 - Begin by filling out this form.
 - Print 2 pdf copies.
 - One copy is to be submitted with your deposit.
 - The second copy will be initialed by the person receiving the deposit and returned to you for your record.
- Bring the copies of the form to the Sarratt front desk between 8:30am and 4pm (Mon-Fri) to give to **Mark Leners** for processing
 - When a check is being deposited, you will need to write the following in the “Endorsement” area on the back of the check:
 - Name of RSO
 - Account number (34460-Revenue or 34491-Membership Fees)
 - RSO Center number (10-digit center number)
 - **Mark Leners** will keep one deposit form and initial the second one for your records as proof of deposit.
 - After 4:00 PM staff at the Sarratt front desk can initial your Deposit Form and place the deposit in the safe for processing the next business day.

Name of Organization:

Email of Student Representative:

Center Number: _____

What account number would you like to use (34460 or 34491)? _____

Total Amount of Checks (in \$ and cents): _____

Total Amount of Cash (in \$ and cents): _____

How many checks are you depositing? _____