

# DEPOSIT FORM

## UNDERGRADUATE STUDENT LIFE

Name of Student Group or Unit: \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

Date of Event/Program: \_\_\_\_\_

Chartstring: Bus. Unit \_\_\_\_\_ Dept. \_\_\_\_\_ Project \_\_\_\_\_ Initiative \_\_\_\_\_ Segment \_\_\_\_\_

**Source of Funds:** (Select 1 source per deposit form)

**Ad Sales:** Attach documentation showing fee structure/price list

**External Sponsorship:** Attach contract, agreement or sponsor letter. Sponsor name: \_\_\_\_\_ Amount: \_\_\_\_\_

**Eventbrite Ticket Sales:** Attach event payout from Eventbrite and documentation outlining price list

**Fundraising, On-Campus:** (e.g. bake sales, merchandise sales collected on the Lerner ramps)

**Membership & Registration Fees:** Attach fee structure/price list, proposed usage for collected funds and budget for the event

**Other:** Specify source of funding in detail

**REMINDER:** Funds cannot be collected using Venmo, PayPal, GoFund Me or other third-party apps or platforms.

Please provide a detailed description of the item(s) sold and/or funds received.

### CASH DEPOSIT

Denomination	Quantity	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
<b>Grand Total:</b>		

**NOTE:** The University deposit system cannot accept coins. Please change coins to bills prior to cash deposit.

### CHECK DEPOSIT

Check Amount	Quantity	Total
<b>Grand Total:</b>		

**NOTE:** Use additional sheet if more lines are needed for itemized checks for up to 50 checks per deposit form. Kindly provide physical copies of each check to be deposited.

### WIRE DEPOSIT

Reference No.	Payment Date	Total
<b>Grand Total:</b>		

**NOTE:** Kindly provide physical copies of each wire confirmation to be deposited.

**Return this signed form and the deposit to USL Administration & Planning.**

Student/Staff Name: \_\_\_\_\_ UNI: \_\_\_\_\_ Signature: \_\_\_\_\_

Group Adviser or Unit Lead Name: \_\_\_\_\_ UNI: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note to staff:* Please ensure all fields are complete and supporting documentation is attached and reviewed prior to signing.

#### Admin & Planning Use Only:

Subtotal: \_\_\_\_\_

Total Petty Cash Returned: \_\_\_\_\_

Total Deposit (Subtotal Less Total PC): \_\_\_\_\_

A&P Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Administration and Planning | Undergraduate Student Life

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