

STUDENT GROUP DEPOSIT FORM

UNDERGRADUATE STUDENT LIFE

Name of Student Group: _____

Name of Event/Program: _____

Date of Event: _____ Department: 4560 _____ Project: AG00 _____ or UR00 _____

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: _____

Does the sponsor require a tax benefit? Yes No

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

CHECK DEPOSIT

WIRE DEPOSIT

Denomination	Quantity	Total
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
Grand Total:		

Check Amount	Quantity	Total
Grand Total:		

Reference No.	Payment Date	Total
Grand Total:		

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

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.

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

Return this signed form and the deposit to USL Administration & Planning in Lerner Hall 510.

Group Representative Name: _____ UNI: _____ Signature: _____

Adviser or Unit Manager Name: _____ UNI: _____ Signature: _____

Note to adviser: 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: _____

