

Student Organization Deposit Form CHECK-LIST

** Fundraising money should ONLY be deposited into your Fundraising Account! **

*** All funds received must be deposited within two (2) business days ***

**** A copy of the completed Deposit Form **MUST** be turned into the Center for Student Involvement office within two (2) business days after the deposit has been made **BEFORE** future Activity Request or Fund Voucher Forms will be accepted. ****

***** All student organization funds must be deposited into a fundraising account established and maintained within the College by the GCC Business Office. GCC student organizations shall NOT open a bank account outside of the accounts expressly approved by the Vice President for Finance and Administration. *****

X Required Items for Cashier

- All necessary information is completed on the form.
- Any large amount of coins have been sorted and wrapped in proper denominations.
- All checks to be deposited are made out to the Guam Community College.
- Form is completed and all money is attached.
Person preparing deposit form has printed and signed their name.
Person verifying deposit has printed and signed their name.
- One (1) copy of the completed form has been made **BEFORE** proceeding to the Cashier.
(The Cashier CANNOT make copies)

*All items above **MUST** be completed **BEFORE** proceeding to the Cashier to complete the deposit.*

X Required Item for the Center for Student Involvement *within two (2) business days after the deposit has been made.*

- One (1) COPY of the completed Deposit Form stamped by the Cashier.
*Copy **MUST** be signed by **BOTH** an Officer & Advisor verifying that the deposit has been made.*
Officer signing the Deposit Form MUST be different from the person who made the deposit.

Call the Center for Student Involvement at 735-5518/9, should you need more information.



Student Organization Deposit FORM

Date of Deposit: _____

Account No: _____

Student Organization: _____

Activity the Funds were generated from: _____

Date(s) of Activity: _____

Deposit Form **Prepared**
and **Verified** by: _____
Prepared by: PRINT Name and SIGN *Verified by: PRINT Name and SIGN*

Total Cash/Coins:	
Total Checks:	
TOTAL DEPOSIT:	

For Business Office Use			
x \$100			Cashier Date STAMP & Signature
x \$50			
x \$20			
x \$10			
x \$5			
x \$1			
Coins			
Sub-Total			
Checks			
TOTAL DEPOSIT			

(Print name & sign)

Receipt No: _____

Bank Bag No: _____

**Signatures below to be obtained AFTER the deposit has been completed with the Cashier.
Officer signing the Deposit Form MUST be different from the person who made the deposit**

VERIFICATION OF DEPOSIT Signatures	
_____ Student Organization OFFICER (Print name & sign)	_____ Student Organization ADVISOR (Print name & sign)
_____ DATE	_____ DATE