

# Student Organization Deposit Form CHECKLIST

*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 AND receipt of deposit (from Cashier) **MUST** be turned into the Center for Student Involvement within two (2) business days after the deposit has been made.*

***NO** Activity Request or Fund Voucher Forms will be accepted until the Center for Student Involvement receives a copy of the completed Deposit Form.*

\*\*\*\* 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 Deposit Form.
- Any large amount of coins have been sorted and wrapped in proper denominations.
- All checks to be deposited are made out to: **Guam Community College**.
- Deposit Form is signed and all money is attached.  
*Student organization officer preparing deposit form has printed and signed their name.  
Student organization advisor verifying deposit has printed and signed their name.*
- One (1) copy of the completed Deposit 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

- A copy of the completed Deposit Form AND Receipt of deposit is submitted to the Center of Student Involvement within two (2) business days after the deposit has been made.

*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** by: \_\_\_\_\_  
*Student Organization Officer (Print Name & Signature)*

Deposit Form **Verified** by: \_\_\_\_\_  
*Student Organization Advisor (Print Name & Signature)*

Total Cash: \$

Total Coins: \$

Total Checks: \$

**TOTAL DEPOSIT:** \$

For Business Office Use			
<b>Quantity</b>	<b>CASH</b>	<b>Total</b>	<div style="text-align: center; font-weight: bold; font-size: 1.2em;">Cashier Date STAMP &amp; Signature</div> <p style="text-align: center; font-style: italic;">(Print Name &amp; Signature)</p>
	\$100		
	\$50		
	\$20		
	\$10		
	\$5		
	\$1		
<b>Quantity</b>	<b>COINS</b>	<b>Total</b>	
	\$0.25		
	\$0.10		
	\$0.05		
	\$0.01		
	\$0.25		
<b>Quantity</b>	<b>CHECKS</b>	<b>Total</b>	
<b>TOTAL DEPOSIT</b>			<b>Bank Bag No:</b> _____

*Please ensure a copy of the completed deposited form is submitted to the Center for Student Involvement within two (2) business days after the deposit has been made.*