

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 (CSI) within two (2) business days after the deposit has been made.

NO Activity Request or Fund Voucher Forms will be accepted until the CSI receives a copy of the completed **Deposit Form AND Receipt of Deposit**.

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.
- Two (2) copies 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 (CSI)

- 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

Quantity	CASH	Total	Cashier Date STAMP & Signature <i>(Print Name & Signature)</i>
	\$100		
	\$50		
	\$20		
	\$10		
	\$5		
	\$1		
Quantity	COINS	Total	
	\$0.25		
	\$0.10		
	\$0.05		
	\$0.01		
Quantity	CHECKS	Total	
TOTAL DEPOSIT			

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.