

DATE: _____

CAMPUS RECREATION AND UNIONS DEPOSIT FORM BUSINESS CENTER

Student Organization: _____

Account Number: 3- _____

Depositor's Name: _____

Phone Number: _____

Email: _____

Deposit Explanation: _____

- Fundraiser Monies**
- Membership Dues**
- Reservation**
- Deposit**

Deposit Reconciliation: _____

Note: _____

To reduce your time in line, please have your deposit ready before presenting it to the Cashier. Follow the guidelines below.

Bills: Separate by denomination, facing up and in the same direction.

Coins: If enough to make a full roll, please have coins rolled before presenting it to the Cashier. If you need wrappers, please ask the Cashier.

Penny 50 coins = \$0.50
 Nickel 40 coins = \$2
 Dime 50 coins = \$5
 Quart 40 coins \$10

Checks: Will not be accepted if older than 6 months from the date written.

| Bills | | Amount | = | Coins | | Amount |
|-------|---|--------|---|--------|---|--------|
| \$100 | x | | = | Other | x | = |
| \$50 | x | | = | \$0.50 | x | = |
| \$20 | x | | = | \$0.25 | x | = |
| \$10 | x | | = | \$0.10 | x | = |
| \$5 | x | | = | \$0.05 | x | = |
| \$2 | x | | = | \$0.01 | x | = |
| \$1 | x | | = | | | |
| | | | | | | |

Number of Checks _____

Total Checks: \$ _____

Total Currency/Coin \$ _____

Total Deposit: \$ _____

CRU BUSINESS SERVICES USE ONLY

Name (receiver): _____

Date: _____

Time: _____

CR Processor: _____

Date: _____

Kuali Doc #: _____