### ARC BUSINESS CENTER
### DEPOSIT FORM

- **Student Organization:** ________________________________
- **Account Number:** 3- ________________________________
- **Depositor’s Name:** ________________________________
- **Phone Number:** ________________________________
- **Email:** ________________________________
- **Deposit Reconciliation:**

#### Bills
- $100 x = $__________
- $50 x = $__________
- $20 x = $__________
- $10 x = $__________
- $5 x = $__________
- $2 x = $__________
- $1 x = $__________

#### Coins
- Other x = $__________
- $0.50 x = $__________
- $0.25 x = $__________
- $0.10 x = $__________
- $0.05 x = $__________
- $0.01 x = $__________

**Total Cash:** $__________

**Number of Checks:** ________

**Total Checks:** $__________

**Total Card:** $__________

**Total Deposit:** $__________

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**STUDENT AFFAIRS DIVISIONAL RESOURCES USE ONLY**

- **Name (receiver):** ________________________________  **Date:** ________________
- **Processor:** ________________________________  **Date:** ________________
- **Doc #:** ________________________________

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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 = $2.00
- Dime 50 coins = $5.00
- Quart 40 coins = $10.00

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

**Cards:** Only debit cards will be accepted.

For account balance, please call CSI (530) 752-2027