

DATE: _____

ARC BUSINESS CENTER DEPOSIT FORM

Student Organization: _____

Account Number: 3- _____

Depositor's Name: _____

Phone Number: _____

Email: _____

Deposit Explanation:

	Membership Dues
	Fundraiser Monies
	Reservation Fee
	Other (i.e. Overdraft Payment)

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	=	\$2.00
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

Deposit Reconciliation:

Bills			Amount			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	=				

Total Cash: \$ _____

Number of Checks _____

Total Checks: \$ _____

Total Card: \$ _____

Total Deposit: \$ _____

STUDENT AFFAIRS DIVISIONAL RESOURCES USE ONLY

Name (receiver): _____

Date: _____

Processor: _____

Date: _____

Doc #: _____