



STUDENT BAR ASSOCIATION DEPOSIT FORM

Date Submitted:
Receipt Requested
 (enclose duplicate copy & return envelope)

Depositor: Must fill out name/address & tender sections, as well as GL information and attach all pertinent event/transaction backup.

Submitted By:	
Student Group:	
Contact Number:	Contact Email:

Tender Breakdown	
Cash	
Checks	
Credit Cards	
Total	\$0.00

Cash Breakdown (must be completed for cash)			
	Bills	Rolled Coin	Loose Coin
Large		\$1.00	
20's		\$0.50	
10's		\$0.25	
5's		\$0.10	
2's		\$0.05	
1's		\$0.01	
Total	\$0.00		

	GL Description	Fund	Unit	Object	Location	Amount
1	SBA MISC INCOME	13	8225101	37000	2	
2	BARRISTERS BALL Income	13	8225002	37000	2	
Total GL Deposit						\$0.00

Credit Card			
	Type:	Amount	
	Visa		
	MC		
	Amex		
	Discover		
	Total		\$0.00

Deposit Description - Please include details about the deposit, including an event date. Thank you.

Bursars Office Use Only	
Cashier Name:	
Date:	
Signature:	

IMPORTANT!!

Student organizations must deposit all income daily into one of the above referenced accounts.
 Cash cannot be used to pay expenses related to an event.
 A photocopy of all checks must be submitted with this form.
 A copy of the deposit must be forwarded to (1) SBA Treasurer and (2) Business Affairs, Suite 287.

The total on the GL deposit section must match the total on the Tender Breakdown. The deposit will be verified for accuracy and a departmental representative will be notified if there is a discrepancy.