DEPOSIT FORM
Student Government Association

Club ________________________________________________________

Person Depositing Funds ________________________________________

Position _____________________________________________________

Email and Phone ______________________________________________

Today’s Date __________________________

DEPOSIT MONEY FROM CASH ADVANCE  Attach Original, Itemized Receipts

Amount of Cash Advance Received $__________

Total Amount of Expenses Purchased $__________

Cash Advance - Total Expenses = $__________

Amount of Deposit $__________

DEPOSIT OTHER FUNDS

Please indicate how the funds were obtained:

☐ Donation to Club  ☐ Admission Fees/Ticket Sales  ☐ Money collected at Bucket Drive

☐ Other (please explain) __________________________________________

Amount of Cash $__________

Amount of Checks $__________

Total Deposit $__________

Deposit in Budget Line __________________________________________

SIGNATURE

__________________________________________

Club Representative’s Signature

For Office Use Only:

Processed  □