

# How to prepare a Deposit

In order to make a deposit, you must have the following items:

- A deposit book
- A deposit bag
- An Account Number
- A Club Fund Deposit Form

If you are lacking any of these items, they are available in the Student Life Office, with the exception of the Club Fund Deposit Form which is available online. Anyone in your club can make a deposit, but it must be counted by two separate people. All checks must be stamped "For Deposit Only", there is a stamp in the Student Life Office for your use. A copy of all items must be given to the club Treasurer for the club files.

Checklist:

- Complete the Club Fund Deposit Form
- Complete the Deposit Slip
- Complete the Deposit Bag
- Complete the tear-off flap on the Deposit Bag
- Stamp all checks "For Deposit Only"
- Place all funds and the white copy of the Deposit Slip INSIDE the Deposit Bag
- Seal the Deposit Bag and remove the tear-off flap
- Staple the tear-off flap to the Club Fund Deposit Form
- Make a copy of all paperwork (Club Fund Deposit Form w/tear-off flap attached & Deposit Slip) – deliver to your Treasurer
- Go to the Prael College Center Lower Level and take a number from the machine "Payment Only". Wait for your number to show up and go to the appropriate window.

***Remember!***

Make sure that two people count and add all the totals to make sure they are correct.

Make sure that all totals on all paperwork match.

Do not hold money, deposit it immediately!