

# 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 Deposit Form

If you are lacking any of these items, they are available in the Student Life Office, with the exception of the Club Deposit Form which is available online. Anyone in your club can make a deposit, but it must be verified by the Club Treasurer. All checks must be marked on the back - "For Deposit Only". A copy of all items must be given to the Club Treasurer for the club files.

If the deposit is from a cash/check donation - the Advisor is responsible for accepting the donation, giving a receipt to the donor and depositing the funds.

Checklist:

- Complete the Club Deposit Form
- Complete the Deposit Slip
- Complete the Deposit Bag
- Complete the tear-off flap on the Deposit Bag
- Mark all checks "For Deposit Only"
- Place all funds and the white copy of the Deposit Slip INSIDE the Deposit Bag, all change must be rolled if possible, otherwise it will be returned by the bank
- Seal the Deposit Bag and remove the tear-off flap
- Staple the tear-off flap to the Club Fund Deposit Form
- Go to the Prael College Center Lower Level and get a number for "Cashiers" from the main desk. Wait for your number to show up and go to the appropriate window.
- Make a copy of all paperwork (Club Fund Deposit Form w/tear-off flap attached & Deposit Slip) - deliver to your Treasurer

**Do not hold money, deposit it immediately!**