



Use this form when depositing cash, checks and currency into student club accounts. Please bring your completed and signed form along with the total deposit to Student Financial Services in SSC 230.

STUDENT CLUB/ORGANIZATION INFORMATION	
Club/Organization Name: <small>(Name as it appears in Wildcat Sync and without abbreviations)</small>	Date:
Depositor Name: <small>(PRINT NAME)</small>	SC#:
Phone:	Chico State ID:

DEPOSIT INFORMATION			
If the deposit includes multiple activities, please identify and provide details for each activity.			
FUND <small>(CASHNet Item Code)</small>	AMOUNT	ACTIVITY NAME* <small>(E.g. membership dues, donations, events, etc.)</small>	DETAIL ACTIVITY DESCRIPTION <small>(describe activity details & attach supporting documents)</small>
SC_ _ _ _		DUES/MEMBERSHIP	
SC_ _ _ _		SALES/FUNDRAISING/ EVENTS	
00701		*DONATIONS CASH/CHECK <small>(Circle one) CASH/CHECK Check #:</small>	DONOR NAME/ADDRESS:
SC_ _ _ _		OTHER (please describe) _____	
TOTAL DEPOSIT	\$		

*True donations must be processed through University Foundation to include tax valid receipts. A 5% fee will be applied. Processing can take up to a month for funds to be available. Contact SCO Coordinator for assistance.