



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:

(Name as it appears in Wildcat Sync and without abbreviations)

Depositor Name:

(PRINT NAME)

Phone:

Chico State ID:

**DEPOSIT INFORMATION**

If the deposit includes multiple activities, please identify and provide details for each activity.

<b>FUND</b> (CASHNet Item Code)	<b>AMOUNT</b>	<b>ACTIVITY NAME*</b> (E.g. membership dues, donations, events, etc.)	<b>DETAIL ACTIVITY DESCRIPTION</b> (describe activity details & attach supporting documents)
SC_ _ _ _		<b>DUES/MEMBERSHIP</b>	
SC_ _ _ _		<b>SALES/FUNDRAISING</b>	
SC_ _ _ _		<b>*DONATIONS</b>	
SC_ _ _ _		<b>EVENT(S)</b>	
SC_ _ _ _		<b>OTHER (please describe)</b> _____	
<b>TOTAL DEPOSIT</b>	\$		

\*If the deposit includes donations and the donor(s) requested receipt(s) for tax purposes, contact the SCO Coordinator to assist with processing the donations through University Foundation.