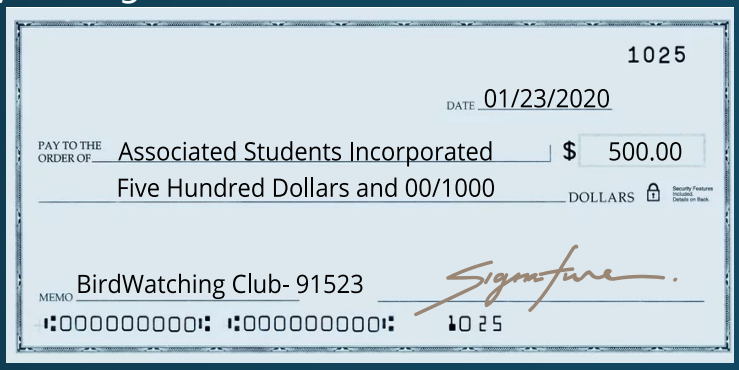
Drop-Off Deposits

ALL cash deposits must be dropped of and not mailed

1

Confirm that all collected checks are made out to "Associated Students Incorporated" with your orgs fund number and name on the check



1025

DATE 01/23/2020

PAY TO THE ORDER OF Associated Students Incorporated $ 500.00

Five Hundred Dollars and 00/1000 DOLLARS

MEMO BirdWatching Club- 91523

Signature

⑆000000000⑆ ⑆000000000⑆ 1025

2

Any large deposits including coins and high dollar amounts notify algarcia@csusm.edu and sfs@csusm.edu

3

Create a deposit form, blank forms can be found here. Take the funds and deposit in a sealed envelope to the Cashiers Office.

ASSOCIATED STUDENTS, INC.
CALIFORNIA STATE UNIVERSITY SAN MARCOS
STUDENT ORGANIZATION DEPOSIT FORM

STUDENT ORGANIZATION NAME	DETAIL CODE	ACCT	FUND	DEPT
World Insight CSUSM	WORI	504800	91278	2112

DEPOSIT DESCRIPTION (donation, fundraiser, membership dues, etc.)	SOURCE OF FUNDS (name, company, event, etc.)	CASH	COIN	CHECKS	CHECK #	TOTAL
pizza fundraiser	fundraising week	$ 65.00	$ 5.00			$ 70.00
pizza fundraiser	fundraising week			$ 10.00	1234	$ 10.00
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
	SUBTOTAL	$ 65.00	$ 5.00	$ 10.00	DEPOSIT TOTAL	$ 80.00

SALES TRACKING

Item/Description	Price	Quantity Sold	Total
cheese pizza	$ 2.00	10	$ 20.00
pepperoni pizza	$ 2.00	10	$ 20.00
veggie pizza	$ 2.00	10	$ 20.00
supreme pizza	$ 2.00	10	$ 20.00
			$ -
			$ -
			$ -

AUTHORIZATION

Collected by:	Club Member 1	Club Member 1	Email:	student1email@cougars.csusm.edu
	Print Name	Signature	Phone #:	123-456-7890
Verified by:	Club Member 2	Club Member 2	Email:	student2email@cougars.csusm.edu
	Print Name	Signature	Phone #:	987-654-3210

4

Confirm your deposit was added into your account by checking your weekly updated account balance. Check you orgs account balance here