American University
Student Activities
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DEPOSIT RECORD

INSTRUCTIONS

- All funds must be deposited into the organization's account before they can be used.
- Funds collected on behalf of your organization must be deposited by the next business day.
- Any checks received should be endorsed with the organization's full 18 digit account number, and made payable to American University.
- List all items individually. Cash should be counted and listed below according to denominations.
- Please indicate in the explation column source of funds. (ie. ticket sales, dues, donation, ...)
- For checks, list the name of the person writing the check.
- Cash and checks should be listed and subtotaled separately.
- Submit this form, cash and checks to the Student Accounts office located in Asbury 300.
- Return a COPY of this form and DEPOSIT RECEIPT to Student Activities, MGC 271 within 24 hours of deposit.

Account Number 40-050510-54315- _ _ _ _ _ Org Name _____

Name of Remitter/Denomination	Explanation	Cash Amount	Check Amount
	Sub-Total		
		Total Deposit	

Prepared By _____ Received By _____
Printed Student Name — Student Accounts Office Only

Deposited By _____ Date _____
Printed Student Name