

WSU Student Organization Financial Account Deposit Form

Date:	
Student Organization Name:	
Organization Account Number:	
Deposited By:	
Contact Phone and/or Email Address:	
Are these funds a gift/sponsorship to the University?	

If YES, these funds may be processed through the Foundation at the discretion of the AR department.

Source of funds: (Example: Membership fees, T-Shirt or Bake sale)

Note: Safekeeping groups are not exempt from paying sales tax on tangible items such as mugs, t-shirts, etc. For more information on Safekeeping Accounts and Sales Tax visit www.wichita.edu/safekeeping

Currency	Amount	Checks:	Check Number	Amount	
Golden Dollar:		1			
Half Dollar:		2			
Quarters:		3			
Dimes:		4			
Nickles:		5			
Pennies:		6			
\$1		7			
\$2		8			
\$5		9			
\$10		10			
\$20		11			
\$50		12			
\$100		13			
		14			
		15			
		*If you have more than 15 checks, please enter th		enter the total of all	
		checks in the Check Total field with a calculator tape.			
Currency Total:	\$0.00		Check Total:	\$0.00	
			Total Deposit:	\$0.00	

Instructions: Enter the amounts of each denomination in the Amount box below.

This form should accompany all money collected within 1 business day and be delivered to Accounts Receivable in Jardine Hall, Room 201 or if using campus mail, it MUST be in a locked deposit bag. Allow 2 business days for deposit to reflect in current month balance.

FOR OFFICE USE	ONLY: Receipt Numbe	er :	
SALES TAX CALCU	JLATION IF APPLICABLE:		
W	WXXXXX100XXX REVAGY		\$ -
WTAX	Safekeeping Sales Tax		\$ -
	7.50%	TOTAL:	\$ -