



Messiah College Student Club Account Deposit Form

FY16

Use this form when depositing cash or checks into a student club account at Messiah College.
If you are using Google Chrome or an Apple brand device, **open this form in Adobe Reader**. It will not calculate in Preview.

Which account will the funds be deposited in?

Organization Number _____

Account Number _____

All Gifts to Student Organizations must be processed through the Office of Development.

Do not use this form to deposit funds received as a tax-deductible gift.
If you would like to begin accepting gifts, please contact Jon Stuckey in the Office of Development.

Number of Checks _____ Total \$ of Checks _____

Below, please fill out the **dollar value** of each denomination of cash.
For example, if you have 10 \$20 bills, please put \$200.00 in the \$20 Bills spot.

\$100 Bills	_____	\$1.00 Coins	_____
\$50 Bills	_____	\$0.50 Coins	_____
\$20 Bills	_____	\$0.25 Coins	_____
\$10 Bills	_____	\$0.10 Coins	_____
\$5 Bills	_____	\$0.05 Coins	_____
\$2 Bills	_____	\$0.01 Coins	_____
\$1 Bills	_____		
Total Bills	_____	Total Coins	_____
Enter description of transaction:		Total Cash	_____
<div></div>		Total Checks	_____
		Deposit Total	_____

Please sign on the first line below to show that you have counted and are certifying the source of this deposit to be accurate to the best of your knowledge. A Business Office representative will sign on the second line when the funds have been deposited.

Deposit Requested By:

Printed Name

Signature

Date

Requestor's ID Number

Requestor's Campus Box Number

Entered By (Bus. Offc.):

Printed Name

Signature

Date