

## ACCOUNT DEPOSIT INSTRUCTIONS

1. Fill in your student organization name and ASI Student Organization Account Number (KXXX)
2. Describe the type of deposit(s) in the description section
3. Fill in depositor name Cal State LA email
  - a. Can be any member listed as authorized signer
4. Choose which Revenue Account that best describes your deposit:
  - a. Donations (tax deductible)
  - b. Operating Revenue (proceeds to benefit)
  - c. Membership Dues
  - d. Taxable Sales
5. Enter the amount per cash/money order and/or checks in the appropriate revenue account(s)
6. List each check separately as to check number, payor, and check amount for up to five checks
7. Enter your Student Organization Account Number on the checks to be deposited
8. Add all the deposit amounts for the total deposit
9. Attach supporting documentation for each deposit, for example:
  - a. Bank Statement (initial deposit only)
  - b. Sales Receipt Log
  - c. Copy of signed CSI Event Registration Form
  - d. Copy of record for membership dues collected
10. All deposits without attached cash, checks, and appropriate supporting documents will not be accepted and will be returned for corrections.
11. The student organization's president and treasurer must sign and date the student organization deposit form, and submit it to ASI, U-SU room 203
12. Deposits can be made Monday-Friday, 8:00 am - 3:00 pm. No deposits will be accepted after 3:00 pm
13. ASI will verify the deposit amount and follow Cal State LA Cash Handling Guidelines when processing the deposit.

**RECOGNIZED STUDENT ORGANIZATION DEPOSIT FORM**

Student Organization Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Description:  
(i.e. Event, Membership  
Fees, Fundraiser, etc).

Name of Depositor: \_\_\_\_\_ Cal State LA Email: \_\_\_\_\_

Student Organization Authorization:

President: \_\_\_\_\_  
Print Signature Date

Treasurer: \_\_\_\_\_  
Print Signature Date

Revenue Account	Cash/Money Order	Checks		Total Deposit
Total Deposit				

Checks	Check Number	Payor	Amount
1			
2			
3			
4			
5			

**ASI Office Use Only**

Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Cash: \_\_\_\_\_

Checks: \_\_\_\_\_

Total Deposit: \_\_\_\_\_

