



## Dean of Students Business Office Deposit Transmittal Form

### **Deposit Information:**

Date: \_\_\_\_\_

Name of Person Making Deposit: \_\_\_\_\_

Email Address for Deposit Receipt: \_\_\_\_\_

Reason for Deposit:

Membership Fees/Dues

Donations

Item Sales (ex: tee-shirts)

Event Ticket Sales

Item: \_\_\_\_\_

Event: \_\_\_\_\_

Other: \_\_\_\_\_

### **Funds Deposited:**

Total Cash & Coins    \$ \_\_\_\_\_

Total Checks            \$ \_\_\_\_\_            Number of Checks: \_\_\_\_\_

Total Credit Card       \$ \_\_\_\_\_

Deposit Total            \$ \_\_\_\_\_

### **Account Information:**

Name of Organization: \_\_\_\_\_

Detail Deposit Code: \_\_\_\_\_    Department ID: \_\_\_\_\_

**Questions?** Please email the Dean of Students Business Office at [DOSBO@uga.edu](mailto:DOSBO@uga.edu) and we will be happy to help!