



## Student Affairs 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 Student Affairs Business Office at [SABO@uga.edu](mailto:SABO@uga.edu) and we will  
be happy to help!