



Student Affairs Business Office Deposit Transmittal Form

Deposit Information:

Date: _____

Name of Person Making Deposit: _____

Email Address for Deposit Receipt: _____

Reason for Deposit:

Any checks that are dated more than 60 calendar days of the date of the deposit will not be accepted.

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 and we will be happy to help!