

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: T-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!