TO: Bursar's Office

FROM: Name of person that brings actual deposit and their title

SUBJECT: DEPOSIT SUMMARY

DATE: Date of actual deposit: Must be deposited within 72 hrs

Total number of checks for deposit: Note: Number of checks only - DO NOT INCLUDE AMOUNT

Total amount of cash for deposit: Note: Cash Only - INCLUDE AMOUNT

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORG</th>
<th>ACCOUNT</th>
<th>PROGRAM</th>
<th>ACTIVITY</th>
<th>Amount of Checks/Cash</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4099</td>
<td>70899</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do not have to list each check individually; just put total amount of deposit and put brief description.

Example: Membership - Dues

If it is a Fundraiser - Bake Sale - BBQ

Please put date of event

List total amount of cash and checks separately

ALL DEPOSITS MUST BE VERIFIED

AT THE BURSAR'S OFFICE AND YOU MUST WAIT FOR A RECEIPT

TOTAL 0.00