



# Western University

OF HEALTH SCIENCES

Deposits are made at the Bursars Office,  
 Anderson Tower – 4<sup>th</sup> Floor  
 100 W. Second St. Pomona, CA 91766  
[BursarsOffice@westernu.edu](mailto:BursarsOffice@westernu.edu) | 909-469-5403



Date:

Subject: Deposit Summary

Your Name:

Club or Class Name:

Total number of checks for deposit – DO NOT INCLUDE AMOUNT

Total amount of cash for deposit – INCLUDE AMOUNT

Club/Class Fund#	Org	Account	Program	Amount of Checks/Cash	Description
	4099	70899	40		
Notes:					
<ul style="list-style-type: none"> <li>You do not have to list each check individually. Put a total and a brief description. (e.g. Membership-Dues)</li> <li>List total amount of cash and checks separately</li> <li>For fundraisers (Bake sale, etc.) include the event date</li> </ul>					
<b>Total</b>					

All deposits must be verified at the Bursar's Office and you must wait for a receipt