

**STEP 1** 

**\*\* CHECKS for Deposit (IMPORTANT)**  
 REQUIREMENT FOR ALL CHECKS !

(1) made payable to either "ASSOCIATED STUDENTS"....OR...."A.S."  
 (2) have the Department Code Number printed on the back upper-right corner

**STEP 2** 

Record the cash and checks components of your deposit according to their source.

Account:	580866	580871	580874		
	Program/Fundraiser	Dues/Membership	Fees/Fines		Total \$
CASH	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text" value="0.00"/>
CHECKS **	<input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	+ <input type="text"/>	= <input type="text" value="0.00"/>
<b>Deposit Total</b>					= <input type="text" value="0.00"/>

**STEP 3** 

**Deposit Description (REQUIRED)**  
 Provide brief description of revenue (ie: name of fundraising event, sales items, etc.)

\_\_\_\_\_

\_\_\_\_\_

**STEP 4** 

Fund #	Department #
<input type="text"/>	<input type="text"/>

**STEP 5** 

Name of Club or Organization: \_\_\_\_\_

Person Depositing Funds: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**ACCOUNTING SERVICES OFFICE**  
 18111 Nordhoff Street, USU SW 100, Northridge, CA 91330-8350 Phone (818) 677-2389 Fax (818) 677-7731

AS Deposit Slip and other forms available on the following website: <http://www.csunas.org>