

CLUB AGENCY DEPOSIT FORM

DARTON COLLEGE

Club Name

Date

AGENCY ACCOUNT NUMBER: _____

CHECKS: _____

CASH: _____

TOTAL AMOUNT RECEIVED _____

OVER/SHORT _____

TOTAL DEPOSITED _____

Prepared by: _____

Title: _____

Received by: _____

Cashier: _____

Date Received: _____

Receipt Number: _____

This form should accompany each deposit. The person preparing this report should have an original plus one copy for the Cashier in the Business Office. Cashier will receipt monies and return one copy of the report along with a copy of the receipt to the person making the deposit.

INFO FOR CLUB ADVISORS/CLUB TREASURERS: Jennifer Johnston (317-6442) in the Business Office will be glad to tell you the Club Agency Account number. The deposit should be ready to process when you take to the Business Office (A152). If you have checks, please attach a calculator tape total of your checks with your deposit. Please roll correct amount of coins in wrappers (Ex: \$10 in quarters), bills need to be strapped (Ex: \$50 in \$1 bills). You may get these in the Business Office.