

Deposit Form

Count the cash and checks received. Complete this form, attach the money and ticket log (if applicable), and submit to the Student Life Office at Aloha Tower Marketplace Suite 1400.

RSO Name: _____

RSO Treasurer: _____ Phone: _____

Reason for deposit: Fundraiser Club dues Other: _____

Please provide the date of the event and describe the event or purpose of the enclosed donations (for use in acknowledgement letters): _____

NAME AND COMPLETE ADDRESS <i>Address is not required for ticket sales (i.e. chili tickets) or club dues. Questions? Call (808) 544-0277 or email studentlife@hpu.edu</i>	CHECK #/CASH	\$ AMOUNT	NON-DONATION PORTION (if applicable)

Total Deposit: _____

FOR OFFICE USE ONLY

Verified by Student Life: _____

To Business Office: Please deposit the enclosed donations to the following codes. If you have questions, call extension _____.

Cash Totals

Detail: _____	Total cash in \$100 bills	\$ _____	\$0.25	\$ _____	. _____
Fund: _____	\$50	\$ _____	\$0.10	\$ _____	. _____
Organization: _____	\$20	\$ _____	\$0.05	\$ _____	. _____
Account: _____	\$10	\$ _____	\$0.01	\$ _____	. _____
Program: _____	\$5	\$ _____			
Notes	\$1	\$ _____			

Total in cash:	\$ _____
Total in checks:	\$ _____
Grand total:	\$ _____

Posted to RSO budget by: _____ Date posted: _____