



**Club/Organization Deposit Form**

Date: \_\_\_\_\_

Club/Organization Name: \_\_\_\_\_

Activity: \_\_\_\_\_

Cost Center: \_\_\_\_\_ Object Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Student Name: \_\_\_\_\_ Tech ID #: \_\_\_\_\_



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## **Club/Organization Deposit Process**

1. All funds related to club activities must be deposited and receipts given at the SCTCC Business Office.
2. Club advisors, officers, and members must complete a Club/Organization Deposit Form so that funds can be accurately deposited into the proper account.
3. Funds received for the benefit of the club must be brought to the Business Office by the Club Advisor or Club Treasurer.
4. **All funds must be deposited by the next business day directly following an event, activity, or fundraiser (and held in a secured/locked place until the deposit is made).**
5. If individual funds are deposited (i.e. membership dues), the student will get a copy of the deposit form with a receipt attached to it. This is to be returned to the club treasurer for record keeping. A second receipt will be given to the student for his/her personal records.