

MAKING DEPOSITS FROM SALES

Office of Student Life and Leadership Development

Making Deposits to Your Club Account

Please make deposits from sales to the Cashier Office, located in the Student Services (SS) building, on the **same** day of the fundraiser.

To make the deposit, clubs **must** submit either a completed:

- Fiscal Services Deposit Slip **or**
- Cash Bag Request & Sales Recap.

IMPORTANT: The SLLD office will provide you with the account number that both forms **require** when the club's fundraiser is approved.

Fiscal Services Deposit Slip

Submit this form if you did **not** request a cash bag.

After the fundraiser ends,
complete the form.



Submit it to the Cashier
Office along with the cash.

Cash Bag Request & Sales Recap

Submit this form **only if** you are requesting a cash bag containing \$25 starter cash.

Complete the top portion of
the form, stop at "Cash Bag
Picked Up By."
Submit it to the SLLD office
for processing.



The Cashier Office will notify
the club when the cash bag is
ready for pick up.
They will return the form
along with the cash bag.



After the fundraiser ends,
complete the bottom portion
of the form.
Submit it to the Cashier Office
along with the cash bag.





If the fundraiser ends after business hours:

1. Place the form and cash in the cash bag or an envelope
2. Call Campus Safety at (626) 914-8611 to open the building
3. Drop it in the SS-123 door slot

Check Deposits from Outside Fundraisers

Restaurants or TV networks **must** make the check to **Associated Students of Citrus College ("club name")** and can either:

- a. Mail the check to the college **or**
- b. The club can drop it off to the Fiscal Services office, located on the 2nd floor of the Administration (AD) building.

The check will then be deposited into the club account.