



Deposit Form

If your deposit includes currency or coin, Theresa must verify the amount in your presence. Large amounts of coin must be wrapped, which can be done in University Hall. Place this form along with your money in a sealed envelope addressed to Theresa Baker, and drop off in the Dean's Suite, 215. We advise you to keep copies of all deposit forms and checks for your reference.

Date: _____

Budget to be Credited (FOAP):

_____ **Fund**

_____ **Organization**

Officer/Staff Requesting Deposit: _____

Email Address: _____

Phone Number: _____

Source of Deposit (Dues, Donations, Refunds, Sales, etc):

**If the source of the deposit is from the sale of tangible property, (t-shirts, mugs, computers, etc.) Colorado sales tax will be paid from the deposited amount.*

Number of Checks: _____

Value of Checks: _____

Amount of Currency: _____

Amount of Coin: _____

TOTAL DEPOSIT: _____