

HSU Student Club Deposit Slip

Club Name _____ Date _____

Fund: CL _____ Deposit Amount \$ _____

Description of Deposit/Source of Funds _____

Circle One Below				
Non-Taxable:	Snack Foods	Shirts- members	Dues	Other _____
Taxable Sales:	Merchandise Sales	Fundraiser Sales	T-shirts	Other _____

Items resold with the intent of making a profit are taxable and will have 8.5% sales tax deducted from the gross sales.

Cash Breakdown

100's	_____	Coin Totals	_____
20's	_____	Cash Totals	_____
10's	_____	Checks Totals	_____
5's	_____	Deposit Total	_____
1's	_____		
Total	_____	Deposit by:	_____

Print name

Retain copy for your records

Checks must be endorsed with HSU and Club Name

Deposit can be made during business hours at the Cashier's Office in SBS 285 or the Drop Box outside UPD

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