

HOW TO MAKE A DEPOSIT:

Deposit slips available at the SOFC

1-4: Complete top section: Date, Organization name, account number, **SUB ACCOUNT**, Student's name, phone number

5: List **currency** and **coins** in **dollar amounts**

6: **ENDORSE CHECKS:**

FOR DEPOSIT ONLY:

CO. P-1

943370-10000

Enter Total Amount of Checks

7: **TOTAL DEPOSIT SLIP**

8: **DISTRIBUTION: WHERE DID THE MONEY COME FROM?**

9: TOTAL BOTTOM SECTION----top section equals bottom section

DEPOSIT SHOULD BE POSTED TO LEDGER

FILE COPY OF DEPOSIT SLIP FOR RECONCILIATION

