



Student Organization Finance Center

DEPARTMENT OF STUDENT ACTIVITIES

How to Complete a Deposit Ticket

Section A Instructions:

Write the monetary amount you have for each denomination.

Example: If you have two \$20 bills you will write '40' next to the '\$20' box. If you have four quarters you will write '1.00' next to the '.25' box.

Total Cash: Sum the amount of currency and coins that you wrote in the above section. **Example: \$41**

Total of Checks: Write the total amount of checks if any. Otherwise you can leave it blank.

Example: One check for \$100

Total Deposit: Sum the amount of cash and checks you will be depositing. **Example: \$141**

Section B Instructions:

Write the amount of the deposit in the description box for the reason why your organization received the funds.

Example: \$41 goes in the 'Dues' box since the cash came from a member paying dues. \$100 goes in the 'Merchandise' box from selling org. merchandise.

Total Deposit: Write the amount of the total deposit again. This number should match the total deposit amount in Section A.

Deposit Ticket

Student Organization Finance Center
235 Koldus Texas A&M University

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SOFC Account Number

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Sub-Account Number

Name of Organization

Name of Person Making Deposit

()

/ /

Phone

Date

Section A: Cash / Checks

Currency	\$100	
	\$50	
	\$20	40
	\$10	
	\$5	
	\$1	
Coin	1.00	
	.50	
	.25	1.00
	.10	
	.05	
	.01	
# of Checks	1	
Total of Cash		41.00
Total of Checks		100.00
Total Deposit		141.00

Section B: Distribution

Donations	0297	
Dues	0418	41.00
Registration	0486	
Merchandise	0503	100.00
Clothing	0558	
Ticket Sales	0528	
Other	0574	
Total Deposit		141.00

Both sections of this form must be completed.

Total Deposit in Section A must balance with Total Deposit in Section B.

Cashier's Initials

Ref #

(SOFC use only)

ENDORSE CHECK HERE

X

For Deposit Only

Organization Name

FAMIS Account

DO NOT WRITE, STAMP, OR SIGN BELOW THIS LINE