

MICHIGAN STATE UNIVERSITY

Registered Student Organization Financial Account Deposit Request Form

Student Organization Name: _____

Student Organization Account Number: _____

Authorized Requestor's Name: _____

Authorized Requestor's Email: _____

Date: _____

Checks to Deposit:

Checks:	Check Number:	Amount:
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
**	Check Total:	

**If the number of checks are greater than 20, please submit the total of all checks in the Total field and submit a calculator tape.

Cash to Deposit:

Coin:	Quantity:	Totals:
Dollar Coins:		
50¢ Coins:		
Quarters:		
Dimes:		
Nickles:		
Pennies:		
Total Coin:		
Cash:	Quantity:	Totals:
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Total Paper:		
Cash Total:		

Deposit Total (Checks + Cash)

INSTRUCTIONS: Send Deposit Request using your MSU email account to: StuOrgs@vps.msu.edu

OR

Submit to the RSO Central Business Office in Student Life Room 101 Student Services Building.

After Deposit Request is received, a Cash Receipt Deposit Form is created and sent to you. This form is needed to make the deposit in the Cashier's Office in Room 100 Hannah Administration Bldg.

Updated August 2017