DEPOSIT FORM
(Deposits into Student Group Accounts)

Deposit Procedure: Please place cash in an envelope and separate by denomination and place change in wrappers and write your student group name and account number on each wrapper. You can get wrappers from WSA office. Cash and checks must be submitted separately; therefore you must complete two deposit forms. **NOTE:** After filling out this form, all groups must count their money with an office assistant or the WSA Office Coordinator. Note: this will take approximately 15 to 20 minutes. Deadline for deposit submittals is 3:45 pm.

Today’s Date: ___/___/___

Income Smartkey # 111 - 1113 - ___ ___ ___ - 70360 (account code)  Total $________________________

Circle one: Cash—Check—Other ________________________________

Group Name: _______________________________________________________________________________

Describe contribution:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

PRINT Your name ______________________________________________________ Wesley Box ____________

Phone # __________________________________________________ E-mail __________________________@wesleyan.edu
________________________________________________________________________________________