

IDAHO STATE UNIVERSITY

Receipts Deposit Slip

Department Campus Recreation

Dept. ID Campus Recreation Date _____

<u>Item Description</u>	<u>Index No.</u>	<u>Account Code</u>	<u>Activity Code</u>	<u>Total Receipts</u>
<u>Source of the income</u>	<u>SPRTCL</u>	<u>Fill in</u>	<u>DO NOT FILE</u>	_____
<u>Be very specific</u>	_____	_____	<u>Quit</u>	_____
_____	_____	_____	_____	_____
<u>NAME OF CLUB</u>	_____	_____	_____	_____

TOTAL DEPOSIT

Source of Revenue Use if needed to
continue item description

Checks _____

Credit Cards _____

Currency _____

Coin _____

Depositor: _____ 2 Full names. Print very clearly

Box 8061

Total _____

Please endorse all checks "For Deposit Only" followed by department name.

Note: Submit the original copy of this form with your deposit and keep one copy for your records.

Club Deposit Codes

5931 - Donations

5534 - Sponsors

5535T - Merchandise Sales (T-shirts, concessions)

5564T - Ticket Sales

5529 - Entry Fees

5598 - Club Dues

13108 - Returned - unused travel advance funds

Refunds/Reimbursement - use code for original purchase with a written explanation