**How to Make a Deposit**

All student organizations are permitted to have a university Earned Income Account. Students can fundraise and deposit money into this account whenever necessary.

To deposit money into your organization’s Earned Income account, you must do the following:

1. Go to the SLD main office (E-041B) and retrieve a Deposit Slip (also known as a Miscellaneous Receipts Transmittal Form).
2. Complete the following areas of the form:
   1. Document Date
   2. Customer Data
   3. Description (what are these funds from? A bake sale? Other fundraiser? )
   4. Amount
   5. Total Amount
   6. Funds Collected By (name of person who collected funds)
3. Be sure that an SLD staff member has entered the appropriate account numbers under the section entitled: Name of Account to be Credited.
4. Once completed, go to the Cashier’s Office (located in D 101A near the Financial Aid and Records Offices).
5. Once the money has been submitted, submit the carbon copy of the form to Student Leadership Development. This is to ensure that, should anything happen to the deposit, you have a record of your action.