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| This deposit worksheet is for student organizations and campus departments. Please answer the following questions to ensure your deposit is processed correctly.  |
| Department or Organization Name  | Account # if known |
| Choose the ONE option that best describes the reason for the deposit.  |
|  1. Funds collected for a student event or organization  | Name of event or organization |
|  2. Proceeds from a fundraising event | Name of event |
|  3. Sponsoring or advertising an event | Name of event |

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|  4. Charitable gift to a department or organization.  | If you are depositing cash include the name and address of the donor. A gift receipt will be mailed to the donor.  |
|  5. Other | Explain in detail |

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| Name of person to contact if there are questions. | Date |

CARA Deposit Worksheet updated 6/5/25

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