|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 |

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

CARA Deposit Worksheet updated 6/5/25

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 |

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