

UNIVERSITY OF DENVER COLLEGE OF LAW

DEPOSIT FORM

DATE _____

PLEASE FOLLOW THESE **VERY IMPORTANT** INSTRUCTIONS.

- PLACE THIS FORM ALONG WITH THE MONEY TO BE DEPOSITED TO YOUR ACCOUNT IN A SEALED ENVELOPE ADDRESSED TO KIMBERLY GOULD.
- DELIVER THE ENVELOPE TO THE DEAN'S SUITE.
- IF YOUR DEPOSIT INCLUDES CURRENCY OR COIN, KIM MUST VERIFY THAT AMOUNT IN YOUR PRESENCE. IF YOU HAVE A LARGE AMOUNT OF COIN, PLEASE GO TO UNIVERSITY HALL AND WRAP YOUR COINS.
- MAKE COPIES OF ALL FORMS AND CHECKS ASSOCIATED WITH YOUR DEPOSIT FOR YOUR REFERENCE.

Deposit Information

Organization _____ FOA _____

Officer/Staff Requesting Deposit

Phone _____

Source of Deposit (Dues, Donations, Refunds, Sales, etc.)

PLEASE NOTE IF THE SOURCE OF THE DEPOSIT IS FROM THE SALE OF TANGIBLE PERSONAL PROPERTY, (Ex. T-shirts, Mugs, Water Bottles) COLORADO SALES TAXES WILL BE PAID FROM THE DEPOSITED AMOUNT.

Number of Checks _____ Value of Checks \$ _____

Currency \$ _____

Coins \$ _____

Total Deposit \$ _____