

Date: 1/1/20

BLOOMSBURG UNIVERSITY

Date Received (Stamp below):

NOTE: All information in red must be completed prior to turning into CA Office for processing

HUSKY FUND

Check (x) Appropriate Item Below:	
Request for Deposit:	<u>XX</u> Means you are making a deposit
Request for Payment:	<u> </u>
Request to Purchase:	<u> </u>

Empty box for Date Received stamp.

Husky Fund Account Name (Group /Org Name) #1234 (Group/Org 4 digit account #)

CHECKS BEING DEPOSITED INTO THIS ACCOUNT MUST BE MADE PAYABLE TO: "CGA-HUSKY FUND" OR WE ARE UNABLE TO ACCEPT THEM

NAME OF ACCOUNT ACCT #

Example: Org Fundraiser

We also recommend having the check writer put your account name or number on the "memo" line for reference.

LINE ITEM EXPENSE / CHARGE DESCRIPTION:

REQUISITIONS MUST BE IN THE COMMUNITY ACTIVITIES OFFICE BY TUESDAY AT NOON IN ORDER TO BE CONSIDERED FOR THE CURRENT WEEK'S CHECK RUN, FOR PICK UP AFTER 10:00 AM FRIDAY

INCLUDE NAME, ADDRESS, ZIP CODE AND FAX NUMBER OF FIRM. IF VALUED AT \$5,000 OR GREATER, BIDS MUST BE ATTACHED.

VENDOR / PAYEE: NAME - ADDRESS - FAX - PHONE:

SHIP TO ADDRESS (FOR PO'S ONLY):

PHONE #
FAX #
NOTE: PO's will be faxed or mailed unless otherwise noted

SPECIAL INSTRUCTIONS:

QTY	DETAILED DESCRIPTION OF TRANSACTION	UNIT PRICE	TOTAL AMT
	Org FR- Dine to Donate at Wendy's on 12 /25 /20		250.00
<p>*Note to user: Applicable cash/coin should be wrapped prior to depositing, applicable examples: Ones: \$50/\$100, Fives: \$250/\$500, Tens: \$500, Twenties: \$500/\$1000, Pennies: \$0.50, Nickles: \$2, Dimes: \$5, Quarters: \$10 (wraps can be obtained from FCB&T Bank or purchased as a club expense from a store such as the Dollar Tree)</p> <p>*Note to user: deposit like things on same requisition: dues with dues, specific fundraiser with same fundraiser...try not to combine unlike things together, so your reports are clear and easy to understand and reconcile</p> <p>*Note to user: Due to COVID-19, deposit meetings must be set up in advance with Dawn Ritter by emailing dritter@bloomu.edu to set up a meeting. When dropping off your deposits, you must stay until the deposit is verified. If after hours the night drop box can be used, you must place the completed requisition form and the money in a sealed envelope before dropping in the drop box.</p>			

NOTES (ie. "will pick up check", needed by dates, mail with forms, etc.):

Check Total:	100.00
Cash/Coin Total:	149.00/1.00
Deposit Total:	250.00

Requested by: Your name (Ex. Dawn Ritter) Your Ph # (Ex.)570-389-4465

Faculty Advisor/Administrator: CGA doesn't require this on deposits, but your adviser might, so check with them prior to doing your first deposit for guidance

Signature Telephone #

Signature Telephone #

COMPROLLER

DATE DUE (office use)

PO # (office use only)