

HOW-TO COMPLETE A DEPOSIT FORM

1. Retrieve the Deposit Form and fill it out.

ONLINE: Go to yourstudentsunion.ca > Clubs & Associations > Multi-campus Administration Resources to download the deposit form.

IN-PERSON (WATERLOO): Stop by the back of the Students' Union office to complete the form at our back table.

IN-PERSON (BRANTFORD): Stop by Angela's office in the Students' Union office to complete the form.

2. Enter the following information:

A. CLUB NAME: Enter the full name of your club.

B. ACCOUNT NUMBER: Enter the 4-digit account number that was assigned to your club by the Clubs & Associations department.

C. DEPOSITED BY: Enter the full name of the student making the deposit.

D. DEPOSIT DATE: Enter the date of the deposit.

E. SIGNATURE: Write your signature.

F. TOTAL DEPOSIT: Enter the total amount being deposited.

3. Description of Deposit.

Provide a detailed description as to how the money being deposited was raised, being as specific as possible. If it was in relation to an event, please include the event name.

4. List the quantity and totals for the money are you distributing.

In the form of loose coins, rolled coins, bills and/or cheques.

NOTE: if you are receiving payments in cheques, please have them made out to "Wilfrid Laurier University Students' Union" and have your club name listed in the memo. If the cheque is addressed directly to your club, we may not be able to deposit it.

5. Calculate the total cash and/or cheques deposited.

Be sure to subtract any float advances that you may have received in order to calculate your total deposit.

6. Bring your completed form(s) to their corresponding locations depending on which campus you are on:

WATERLOO – The back of the Students' Union office next to Charlene's office.

BRANTFORD - The AVP: Clubs & Associations on the 2nd floor of the Student Centre (Room 106).

7. Place your deposit form and money into a bag and drop it off.

WATERLOO – once your deposit package is complete, go to the safe drop-box at the back of the office. Using code 1-2-3-4-5-6, open the safe, drop your bag through the slot and close it. When you are placing your total in the safe, ensure it drops in entirely before leaving.

BRANTFORD – once your deposit package is complete, please submit it to Angela in the Students' Union office.