Please use this form when making a deposit into your on-campus financial account.

Process for making a deposit:
1. Complete this form, including your fund and cost center number.
2. Sign your RSO’s name on the back of checks and write your fund and cost center number below your signature. If the check is made out to your RSO, also write "make payable to Western Michigan University".
3. Make a copy of the form and checks if needed for your records.
4. Place the completed form and checks in a sealed envelope.
5. Place the envelope in the drop box outside of the Cashiering office (1270 Seibert Administration Building) or in the drop box outside of the Financial Aid office (3306 Faunce Student Services). Please do not place cash in the drop boxes unless absolutely necessary.
6. No receipt will be provided. Please check GLOW after three or four days to verify that the deposit was completed.

Date_______________________________

Department Name (RSO Name) _____________________________________________

Contact Person ___________________________________________________________

Phone Number __________________________________________________________

CASH _________________________________

CHECKS ______________________________

TOTAL DEPOSIT _______________________

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<tr>
<th>AMOUNT</th>
<th>FUND</th>
<th>COST CENTER</th>
<th>OBJECT CODE</th>
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TOTAL DEPOSIT_________________________