



Transmittal Form

Southwest Student Organizational Funds

Semester: Fall 20__ Spring 20__

Club Name: _____

Date: _____

Cash: \$ _____ Checks: \$ _____

Total Deposit: \$ _____

Name of person depositing funds: _____

Date: _____

Signature of club advisor: _____

Date: _____

Business office employee receiving funds: _____

Date: _____

A COMPLETED COPY OF THIS FORM IS TO BE SENT TO THE CLUB ADVISOR AND TO THE OFFICE OF STUDENT RECRUITMENT AND STUDENT ENGAGEMENT.

****All club deposits must be submitted to the Business Office with this completed form. Coin roll wrappers are available in the Business Office. Any coin amounts large enough to be rolled must be rolled prior to deposit.****