

### For WSU Registered Student Organizations



**Only** US currency is accepted!

|           |                             |
|-----------|-----------------------------|
| RSO Name: | RSO Program #:<br><b>PG</b> |
|-----------|-----------------------------|

|               |                                                                                                                                |
|---------------|--------------------------------------------------------------------------------------------------------------------------------|
| Today's Date: | RSO Reference/Detail/Event Information (i.e. tickets for Winter Formal, donut sales, dues, sponsorship/donation, plant sales): |
|---------------|--------------------------------------------------------------------------------------------------------------------------------|

### Checks & Money Orders (MO):

| Denomination      | # Each | Amount |
|-------------------|--------|--------|
| Penny - 1¢        |        |        |
| Nickel - 5¢       |        |        |
| Dime - 10¢        |        |        |
| Quarter - 25¢     |        |        |
| Half Dollar - 50¢ |        |        |
| \$1 Dollar Coin   |        |        |

|            |  |  |
|------------|--|--|
| \$1 bill   |  |  |
| \$2 bill   |  |  |
| \$5 bill   |  |  |
| \$10 bill  |  |  |
| \$20 bill  |  |  |
| \$50 bill  |  |  |
| \$100 bill |  |  |

| Check/MO #            | Amount |
|-----------------------|--------|
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|                       |        |
|                       |        |
| <b>TOTAL Column 1</b> |        |

| Check/MO #            | Amount |
|-----------------------|--------|
|                       |        |
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|                       |        |
| <b>TOTAL Column 2</b> |        |

|              |   |                |   |            |   |           |   |               |
|--------------|---|----------------|---|------------|---|-----------|---|---------------|
| Silver/Coins | + | Currency/Bills | + | Checks/MOs | + | Bankcards | = | TOTAL DEPOSIT |
|--------------|---|----------------|---|------------|---|-----------|---|---------------|

|                   |                   |
|-------------------|-------------------|
| Prepared By Name: | Approved By Name: |
| Signature:        | Signature:        |

**CSOL Staff with TouchNet access:** Print TWO calculator tapes, both showing the calculations for all tender types (**only** if not calculated automatically on the electronic version of this form). Process transaction in TouchNet and print TWO TouchNet receipts. Give one TouchNet receipt and a **copy** of this CDR, if requested, to the RSO member. Place all deposit documents and funds into a Ziploc/bank bag (include the original CDR, one TouchNet receipt, one calculator tape, and all coins/silver, bills/currency and checks/money orders) and drop bag into the CSOL RSO safe. Notify the Fiscal Team.