

# T U N | O M S G A

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## DEPOSIT POLICY STANDING RULES

VERSION 1.0

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All deposits made into the (OMSGA) Student Activities Account must be accompanied by a deposit slip. This ensures that the correct amount is deposited into the organization's account within the main OMSGAs bank account. Therefore, it is essential the organization's treasurer maintains an accurate record of all deposits. The OMSGAs deposit slip can be found at [www.tunlive.com](http://www.tunlive.com)

### How to fill out the Deposit Slip

- Name: person requesting deposit
- Today's Date: date form is submitted
- Reason for Deposit: example – "SOMA fundraiser for fall conference"
  - Please make sure organization's name is here
- Fill out checks and cash column, and initial each in the next column.
- Adjustments: **ONLY FOR OMSGAs VP FINANCE** use
- Total: total checks and cash columns
- Student Signature: organization's treasurer (and date)

### Timeline

- The organization's treasurer has 2 weeks from the last day of the event to turn in a deposit.
- Deposits will be done on a monthly basis and will therefore be deposited by the end of the month.
  - If there are large sums to be deposited, OMSGAs VP Finance may have multiple deposits during the month.
- Organization's treasurer will be notified via email that a deposit has been made on \_\_\_\_\_ date of \_\_\_\_\_ amount.
- A copy of the deposit slip with bank deposit slip will be made for the organization's treasurer. It is up to the organization's treasurer to maintain record of these deposits.