



Fiscal Services Department

Deposit Form

All departments on campus must use this form for cash and check deposits. Do not combine District, Auxiliary Services Organization (ASO), Associated Student Body (ASB), and Río Hondo College Foundation deposits on one form: **Each business unit requires a separate form.**

Instructions: Complete all fields below and attach all deposits and supporting documents. Submit the form, deposits, and documentation at the main Cashier's Window outside the Student Services building (SS-180). If you require a copy for your records, provide two copies of this completed Deposit Form for Cashier's Office staff to initial.

All deposits must be made in person at the Cashier's Window. For questions, call the Cashier's Office: (562) 463-7097.

Deposit funds to (check one): District Auxiliary Services Org (ASO) Associated Student Body (ASB) RHC Foundation

Date:	Department Name:
	BSS / Study Abroad: Chihlee University
Depositor's Name:	Phone Number:

Coin Amount:	Cash Amount:
\$ 0	\$ 0
Number of Checks:	Total Check Amount:
	\$750
Total Funds: 750	

Event/Donor Name:	Address (Street, City, State, Zip):	Description:	30-Digit Account Code/Other:	Amount:
		Study Abroad in Taiwan	ASO: 3755	\$750
Student's name	Student's Address			\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
Total				\$ 750

1. Depositor's Signature _____ Date _____

2. Cashier's Name (Print) _____

Cashier's Initials: _____

Receipt Number: _____