

TRIP DEPOSIT FORM



FOR TRIP LEADERS USE ONLY – This form must accompany any trip deposits made!

Date: _____

List amount under the FOAPAL(S) to be credited for the deposit –

- ✓ Account 57311 - Tour Revenue – Payments made by trip participants.
- ✓ Account 57310 - Misc. Revenue – Funds received from fundraisers, gifts, sales, or other trip related deposits.
- ✓ Add your trip specific Fund and Organization codes below.
- ✓ Any sale of merchandise is taxable. Please be sure to update the sales tax field if deposit is taxable.

Sales Tax Y/N	Fund	Organization	Account	Program	Activity (if applicable)	Location (if applicable)	Amount
			57311	111			
			57310	111			
TOTAL							

DESCRIPTION OF DEPOSIT: _____

Cash: _____

Checks: _____

TOTAL DEPOSIT: _____

Name	Student ID/J#	Amount	Cash	Check #	Item Description - list individual detail
Jane Doe <i>Example</i>	J12345678	150.00	X	5235	Tour Payment - Jane Doe
DEPOSIT TOTAL (should equal total above)					

Email address for receipt: _____ Signature: _____

Please see the back of this form for additional important deposit process information for trip leaders!

Bring deposit & completed form to the Business office in Weller 106

TRIP DEPOSIT FORM ADDITIONAL INFORMATION

For all deposits, make sure to collect and complete the Trip Deposit Form in its entirety, make a copy for your records, and bring to the Business office (Weller 106) for processing.

For deposits of payments made by trip participants (Account 57311 – Tour Revenue), please be aware of the following:

1. As trip leader, you will be responsible for managing your own spreadsheet/list of participants and their payments in whatever manner helps you to track that your participants are paying their total cost obligation.
2. **The Business office will not be creating spreadsheets on your behalf.**
3. As trip leader, you will collect and bring in all payments - DO NOT SEND STUDENTS DIRECTLY TO THE BUSINESS OFFICE WITH THEIR PAYMENT.
4. Do not hold checks/cash in your possession longer **than a week**. Make sure to submit payments along with the completed Trip Deposit Form regularly to avoid misplacement of payments or delays in processing a participant's payment.
5. For any student payments, please do not forget to include the student's J number as this ensures that the payment is designated to the correct student.
6. Receipts can be provided for the entire deposit – receipts will not be provided to individual participants.