

**MIDDLE GEORGIA STATE UNIVERSITY  
AGENCY ACCOUNT**

**DEPOSIT FORM**

*All types of accrued monies (membership dues, contributions, gifts, revenues from fund-raising projects, etc.) must be submitted to the Bursar's Office within 3 calendar days of receipt (with the exception of holidays).*

**\*\*\*DO NOT LEAVE BURSAR'S WINDOW WITHOUT YOUR RECEIPT\*\*\***

**Date:**

**Club/Organization Name:**

**Agency Account # (7 characters):**

**DP ID# (9 characters):**

**Detail Code# (4 digits):**

Accounting Information Only:	
Fund:	60000
Acct:	241100

Checks   
Dollars   
Coins

**Total Amount:**

**Fund Source:**   
*(dues, revenues, etc.)*

**Completed by:**

*Printed Name*

*Signature*

**Bursar's Use Only:**

Received/Verified:

Received in Banner: