

UNIVERSITY OF NEBRASKA
DEPOSIT TO STUDENT ORGANIZATION FINANCIAL SERVICES FUND

(NUMBER) _____

Student Organization Name: _____ Date: _____

Student Organization Account Number: _____

**Complete Both the Bank Deposit and
Revenue Classification Sections**

BANK DEPOSIT	REVENUE CLASSIFICATION (provide appropriate description if not listed)	
Amount _____	TAXABLE REVENUE	
CASH	Description of Item Sold	Sales Tax Included in Total
		Total Amount
	Banquet Admissions/Tickets	
	Dance Admissions/Tickets	
	Other Admissions/Tickets	
	Clothing	
	Books/Supplies	
	Photos	
	Sale of Other Tangible Items (provide description below):	Each Deposit Form can only have taxable sales in one city.
	Subtotal	
	Indicate city name if sales tax collected is _____	
	for a city other than Lincoln: _____	Indicate here if State Tax only _____
	NONTAXABLE REVENUE	
	Description of Item Sold	Amount
	Bake Sales	
	Donations	
	Donations as Part of Admission (SOFS Admission Sales Tax Determination Form on File in SOFS Office)	
	Membership Dues/Fees	
	Program/Brochure Advertising	
	Raffle/Lottery Tickets	
	Subtotal	
	<-These two deposit amounts must equal->	
Total Check Amount	Total Deposit	
Total Deposit Amount _____		
Checks should be made payable to the organization. Endorse each check with the organization's name and SOFS account number.	(SOFS Use Only) Sales Tax Account Numbers 24-1 State & Lincoln 24-2 State Only, 24-3 State & Other City	(Minus) Total Tax from Above
Net Deposit (amount credited to organization account)		

White copy: SOFS deposit file
Green copy: SOFS organization's file Signature of Depositor: _____ Phone # : _____
Yellow copy: Organization

Recounted by SOFS Office: _____

It is the student organization's responsibility to properly determine the amount of this deposit that is subject to sales tax. The student organization is accountable for any tax deficiencies. The SOFS Office will provide assistance in determining the taxable amount when needed.