



UNIVERSITY OF NEBRASKA-LINCOLN
STUDENT ORGANIZATION FINANANCIAL SERVICES—SOFS
Deposit Slip



Student Organization Name: _____ Date: _____

Student Organization Account Number: _____

Complete Both the Bank Deposit and Revenue Classification Section

BANK DEPOSIT			REVENUE CLASSIFICATION				
		Amount	Description of Item(s)	Nontaxable	Taxable		
CASH	\$		Banquet Admissions (Caterer pays taxes)				
			Donations				
CHECKS (List Checks or Attach List): Payor Name			Membership Dues				
			Fees (Describe)				
			Miscellaneous				
			Bake Sales				
			Raffle				
			Clothing (Tax collected by vendor)				
			Event Tickets (Mandatory Price)				
			Bake Sales (Hot food & utensils served)				
			Clothing (Selling at more than purchase price)				
			SUBTOTALS				
				Occupation Tax (2%) (Taxable Food)			
				Sales Tax (7%)			
				Total Tax**			
	Total Checks	\$		<-These two deposit amounts must equal->		TOTAL Nontaxable + Taxable	
	Total Deposit	\$				Total Tax From Above **	
Cash + Checks			Net Deposit (amount credited to account)				

Checks should be made payable to the organization.
 Endorse each check with the organization's SOFS four digit account number.

White Copy: SOFS Deposit File Signature of Depositor: _____ Phone: _____
 Green Copy: SOFS RSO File
 Yellow Copy: RSO Recounted by SOFS Office: _____

The SOFS Office will determine the amount of this deposit that is subject to taxes.
The RSO is responsible to report the amount of the deposit subject to taxes and is responsible for all tax liability.