



Student Affairs

New Student & Transition Programs

Open House Campus Showcase Deposit Slip

\*Club Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
\*Student Empl ID: \_\_\_\_\_ Date: \_\_\_\_\_  
Advisor Name: \_\_\_\_\_  
Advisor Signature: \_\_\_\_\_  
Club/ Organization Account Number for PRF: \_\_\_\_\_

Description	UCO Item Code	Unit Price	Quantity	Total
First Booth Space	OPENBOOTH	\$0	1	\$0
Addl. Booth Space	OPENBOOTHADD	\$15		
Food	OPENCONC	\$50		
Merchandise	OPENMERC	\$20		
Electricity	OPENELEC	\$20		
Grand Total:				

1. Take this Deposit Slip and **personal check** (payable to "Cal Poly") **or cash** to the University Cashiers Office (Building 01, Room 131E) open 9:00 a.m. - 4:00 p.m. to deposit into the Open House Account. **Request two receipts.** Please note: Once money has been deposited into the Open House Account, there will be NO REFUNDS given.
2. Retain Deposit slip (**White copy** - for Open House/ **Yellow copy** - Club or Organization/ **Pink copy** - Personal) and two copies of the cashier's receipt (**Original copy** - ASI/ **Reprint copy** - Open House) and **due at your One-on-One.**
3. Clubs with ASI accounts only: In order for the payee to get reimbursed for these expenses, please correctly fill out a club PRF, attach the original cashier's receipt to the PRF, then submit it to ASI Club Services for processing (Building 65, Room 203).
4. Those wanting to use state funds, please provide a chart field string and bring this form to your One-on-One.

\*Internal Use Only- Cost: Empl ID/Ref: Student Organization Name

State Chartfield String\_\_\_\_\_