## Open House Campus Showcase Deposit Slip

*Club Name: ____________________________________________

Student Name: _________________________________________________________

*Student Empl ID: ____________________________________________ Date: ______________

Advisor Name: ____________________________________________________________

Advisor Signature: __________________________________________________________

Advisor Name: ____________________________________________________________

Advisor Signature: __________________________________________________________

Club/ Organization Account Number for PRF: ______________

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

**Grand Total:**

1. Take this deposit slip and **personal check** (payable to “Cal Poly”) or **cash** to the University Cashiers Office (Building 1, Room 131E).
2. Request Two Receipts from the office. Note: Once the money has been deposited, there will be NO REFUNDS given.
3. Retain Deposit slip (White copy – for Open House/ Yellow copy – for your club or organization/ Pink copy– for personal records).
4. Retain two copies of the cashier’s receipt (Original copy – ASI/ Reprint copy – Open House).
5. Clubs with ASI accounts: Please fill out a club PRF, attach the original receipt to the PRF, and submit to ASI club services (Building 65, Room 203) in order for the payee to get a refund.
6. Those wanting to use state funds, please provide a chart field string and bring it to your one on one.

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

State Chartfield String______________________________