



Money Deposit Form

To ensure the secure and accurate deposit of funds collected at an event held within the Student Center, please follow the money drop procedure outlined on this form. Upon the conclusion of an event, money collected is deposited immediately into the UCI Student Center & Event Services safe. ASUCI will receive the funds on the following business day.

Pre-Event Information

To be completed when booking your event.

Organization: _____ Date of Event: _____

Representative: _____ Reservation ID #: _____

Student ID #: _____ Email: _____ Phone: _____

Record of Deposit

For completion when funds are deposited at the conclusion of your event.

Time: _____ Amount: _____ Money Bag #: _____

Time: _____ Amount: _____ Money Bag #: _____

Signature of Sponsoring Representative: _____

Signature of Student Center & Event Services Event Lead: _____

Deposit Retrieval Process

Steps for retrieving your deposit after the event from ASUCI.

To retrieve your deposit you must:

1. Visit <http://www.asuci.uci.edu/>.
2. Click on Documents > Forms > Student Government Check Request.
3. Complete the check request form. Call Patsy Cawley at 949.824.2410 with questions.
4. Submit the check request to Patsy Cawley in Student Government, G244 Student Center.

Your check will be prepared for pickup within one or two business days. Please contact ASUCI at 949.824.5547 to confirm that your check is ready.