



How to Complete the Forfeit Fee Process.

1. Download the Cashier's Deposit Slip
2. Fill out your name, date, team name, and sport
3. Print out slip and take to Cashier's Office (3rd floor BLC M-F 9am-430pm)
4. Give slip and fee (\$20) to Cashier who will then give you a receipt
5. Bring Cashier's receipt to IM Office (2nd floor SRC M-F 9am-430pm) for processing
6. At end of IM Season, if your team has not forfeited any games, you may collect a Petty Cash Voucher from the IM Office to redeem at the Cashier's Office for your \$20.
7. **KEEP YOUR RECEIPT!** You'll need this to collect your money.

Adopted September 2, 2015