

Deposit Form

| | |
|---------------------------|-------|
| DEPARTMENT/ ORGANIZATION: | DATE: |
|---------------------------|-------|

| | |
|--------------|---------------------------|
| PREPARED BY: | OFFICE EXT/ PHONE NUMBER: |
|--------------|---------------------------|

| FUND DETAILS | | |
|--------------------|-------|----|
| CHECKS | Total | \$ |
| CASH | Total | \$ |
| CREDIT CARDS | Total | \$ |
| TOTAL FUNDS | | \$ |

| DESCRIPTION OF DEPOSIT | COST CENTER | OR | Gift/ Grant | AMOUNT |
|------------------------|-------------|----|-------------|--------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| TOTAL DEPOSIT | | | | \$ |

Would you like a receipt?

YES _____ Email Address _____ NO _____

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| | |
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| PREPARED BY: | OFFICE EXT/ PHONE NUMBER: |
|--------------|---------------------------|

| FUND DETAILS | | |
|--------------------|-------|----|
| CHECKS | Total | \$ |
| CASH | Total | \$ |
| CREDIT CARDS | Total | \$ |
| TOTAL FUNDS | | \$ |

| DESCRIPTION OF DEPOSIT | COST CENTER | OR | Gift/ Grant | AMOUNT |
|------------------------|-------------|----|-------------|--------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| TOTAL DEPOSIT | | | | \$ |

Would you like a receipt?

YES _____ Email Address _____ NO _____