



## Departmental Deposit Slip

Date _____	Currency \$ _____
Department _____	Coin \$ _____
Contact Person _____	Checks (Attach Tape) \$ _____
A# _____	Non Cash \$ _____
Phone _____	Total Deposit \$ _____

	Banner Index	Account Code	Description	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
			Total	

**GUIDELINES FOR PREPARATION**

- 1 Deposits should be made daily.
- 2 Checks must be properly endorsed and accompanied by two adding machine tapes.
- 3 Endorsement stamps and machine tapes must identify the department making the deposit.
- 4 Currency must be faced.
- 5 Coin must be wrapped.

**\*\*\*\*STATE LAW REQUIRES THE UNIVERSITY TO DEPOSIT ALL CASH RECEIPTS WITHIN THREE BUSINESS DAYS. TO BE IN COMPLIANCE, DEPARTMENTS MUST DELIVER THEIR DAILY RECEIPTS TO THE CASHIERS OFFICE BY THE FOLLOWING BUSINESS DAY.**