

Business Office Deposit Form

Organization, Departmental or Program



Please fill in ALL the information in the below blanks.

Date	Organization, Department or Program	Contact Person	Extension

Please write your fund/organization/account/program codes on every check brought to the Business Office for deposit.

Fund Code	
Organizational Code	
Account Code*	
Program Code	
Index Code	

*Do not leave the **Account Code** blank.

Write a brief description of the deposit: (ticket sales, donations, camps, T-shirts sales, reimbursement)

Total Cash	
Total Checks	
Total Credit Cards*	
Sales Tax owed to State**	
Total Deposit	

* Please make a separate deposit for each days credit card settlement. Do not combine several days credit card settlements into one deposit.

** Sales tax will be owed to the State when items are sold to students or to the general public (profit is not a factor) or when students are asked to reimburse the university for items paid for by the university and the end consumer is the student.