



Administration & Finance  
University Cashiers Office

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## Departmental Deposit Form

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Date:

Department:

Description:

Deposit Total:

<b>CHECK</b>	
<b>CASH</b>	
<b>TOTAL:</b>	

PeopleSoft Chartfield String: (questions call University Accounting & Reporting: 6-2242)

ACCOUNT (6)	FUND (5)	DEPT. ID (6)	PROGRAM (5)	PROJECT (6)	CLASS (5)	Total

Department Contact Person: \_\_\_\_\_ Ext: \_\_\_\_\_

\*\*\*Please attach any supporting documents\*\*\*