



DEPARTMENTAL DEPOSIT FORM

Account Number: _____
Deposits cannot be made to the 3000 subcode

Department: _____

Reference: _____

Date: _____ **Contact:** _____ **Ext:** _____

Cash: _____ ****For Cash- Please Wait For Receipt****

Check: _____

Total: _____

Check box for receipt to be mailed

Box Number: _____

This deposit has been received but not verified.

 Bursar's Office

PLEASE NOTE: When depositing cash, please fill out the cash verification form below:

Departmental Deposit Cash Verification					
Currency			Coins		
X	\$100	=	X	\$1.00	=
X	\$50	=	X	0.50	=
X	\$20	=	X	0.25	=
X	\$10	=	X	0.10	=
X	\$5	=	X	0.05	=
X	\$1	=	X	0.01	=
Total:		=	Total:		=