



Departmental Deposit Slip

Date	_____	Currency	_____
Department	_____	Coin	_____
Contact Person	_____	Checks (Attach Tape)	_____
A#	A _____	Deposit Total	_____
Phone	_____	Deposit Slip #	_____

	Banner Index	Account Code	Description (30 characters)	Amount
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
TOTAL				

Check Figure – MUST Equal \$0 _____

GUIDELINES FOR PREPARATION

- 1) Deposits should be made daily
- 2) Checks must be properly endorsed and accompanied by an adding machine tape
- 3) Endorsement stamps and machine tapes must identify the department making the deposit
- 4) Currency must be faced (all bills facing the same direction)
- 5) Coin must be wrapped

****STATE LAW REQUIRES THE UNIVERSITY TO DEPOSIT ALL FUNDS WITHIN THREE BUSINESS DAYS. DEPARTMENTS MUST MAKE DEPOSITS AT THE CASHIER'S OFFICE THE FOLLOWING BUSINESS DAY AFTER RECEIVING THE FUNDS TO BE IN COMPLIANCE.****