



## DEPARTMENTAL DEPOSIT FORM

**Account Number:** \_\_\_\_\_  
Deposits cannot be made to the 3000 subcode

**Department:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Reference:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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:** Make an extra copy for your department. Bursar's Office will need the original