



DEPOSIT RECAP

Campus _____ Date _____

Person Submitting Deposit _____

Bank Bag # _____

Deposit:

	Amount
Cash	
Checks	
Total Deposit	

Distribution:

Budget Code	Description	Amount
Total Distribution		

Attach a copy of the deposit slip:

CASH:

1s	x	=
5s	x	=
10s	x	=
20s	x	=
50s	x	=
100s	x	=
Coins		
TOTAL		

CHECK TOTAL:

# of Checks	
TOTAL	

Complete the form in its entirety. Complete the deposit slip. Attach 2 tapes for each group of checks (grouped by budget code) to the deposit slip. Attach a copy of the deposit slip to this form, scan and email to Receipts in the Business Office on a daily basis. Deposit slips, cash, checks, and calculator tapes for the checks should be put into sealed bank bag and sent to the bank with the courier.