

***** Departmental Deposits *****

When a department has cash, checks or credit cards to be turned in to the East Campus Cashier's Office for receipting, please include this form in a sealed deposit bag along with your weekly deposit and place in the drop safe before 4pm. EVERY LINE MUST BE FILLED IN FOR PROCESSING.

----- *Cut Here* -----

Receipting Request

Department Name: _____ Date: _____

Contact Person: _____ Extension: _____

Income Derived From:

Amount Enclosed: _____ Account Number: _____
(Include itemized tape with checks or cash)

Account Number: _____

Regular Deposit

Donation Deposit - This deposit requires a tax deductible receipt.

----- *Cut Here* -----

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