

Department Deposit Form (DDF) Instructions

We have implemented a new Department Deposit Form (DDF) to replace the Prior Cash Receipts Form. The new form now requires that you distinguish between cash and checks when completing the deposit form. Also, please be sure to group like FOAPALs together leaving a space between changes in FOAPALs. If you have any questions, please call Financial Services at ext: 5203.

Below is a sample of a completed form.



Department Deposit Form

If gift related, please contact the GR Recording Department at ext: 6740 for instructions prior to making deposit.

Date: 3/12/12	Prepared by: MPickett
Dept: Finance	Description: Fund raising

May list one or more FOAPALs. Please leave a blank space between each change in FOAPAL.				Thank You!			
Fund	Org	Account	Activity	Cash/Check from (Not posted in Banner. FYI only.)	Cash	Check	Total
11020		1425		Jane Doe	25.00	2,500.00	2,525.00
							0.00
11001		1111		BOA	13.25	0.75	14.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
TOTALS:					\$38.25	\$2,500.75	\$2,539.00

For Bursar Office Only

Received by: _____
Date: _____

The Bursar's Office will issue receipts to departments/groups for ALL deposits. Deposits should only be hand carried to the Bursar's Office and not sent through campus mail. When making a deposit, bring two copies of this form to the Bursar's Office where the department copy will be signed as received by the Bursar's Office. Please keep the signed copy of your receipt for your records.