Deposit/Receipt Form

Cashier's Office
Carruthers Hall

[This form should not be used for deposits to expense codes. See procedure 5-6 for additional information. Do not use this form for expenditure credits.]

From: _____
(DEPT/ACTIVITY)

_____
(COMPLETE MESSENGER MAIL ADDRESS)

Submitted by: _____

Phone: _____ Fax: _____

E-mail: _____ Date: _____

CHECKS AND MONEY ORDERS	
CURRENCY AND COIN	
TOTAL	

Comments:

_____

_____

_____

GENERAL LEDGER ACCOUNT							
ENTITY	PROJECT	FUND SOURCE	OBJECT CODE	ORG		AMOUNT	DESCRIPTION
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Page ____ of ____ / Page Total _____ / Total Deposit _____ / Receipt # _ _ _ _ _ _ _ _

Form RC-48 (Rev. 10/02)