

University Deposit Slip

Deposit Date:

Contact Name:

Department:

Contact Phone:

DEPOSIT SUMMARY	
Tender	Amount
Checks	
Credit Cards	
Currency & Coins	
TOTAL DEPOSIT	

CHECKS		
Accounting Unit (6 digits)	Account (4 digits)	Amount
Total Checks		

Receipt #

CREDIT CARDS		
Accounting Unit (6 digits)	Account (4 digits)	Amount
Total Credit Cards		

Receipt #

CURRENCY & COINS					
CURRENCY			COINS		
Value	Quantity	Amount	Value	Quantity	Amount
\$100			\$1.00		
\$50			\$0.50		
\$20			\$0.25		
\$10			\$0.10		
\$5			\$0.05		
\$1			\$0.01		
Total Currency & Coins					

Distribution for Currency & Coins:		
Accounting Unit (6 digits)	Account (4 digits)	Amount
Total Distribution		

Note: Total Currency & Coins must equal total distributions

Deposit Description: please include [Itemized Deposit Detail](#) as needed

Receipt #

Prepared By:

Date Processed: