



Cash Receipt Deposit

If gift related, send checks and deposit form to Gift Recording in University Advancement, Boynton Hall.

| | |
|-------------|--------------------|
| Date: _____ | Prepared by: _____ |
| Dept: _____ | Description: _____ |

Please Credit:

May list one or more FOAPALs

| FUND | ORG | ACCOUNT | ACTIVITY | CASH/CHECK FROM ** | AMOUNT |
|---------------|-----|---------|----------|--------------------|--------|
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| TOTAL: | | | | | |

The Treasury Office will issue receipts to departments/groups only for CASH deposits. Such deposits should only be hand-carried to the Treasury Office and not sent through campus mail. When making a cash deposit, bring two copies of this form to the Treasury Office where a receipt stamp will be placed on your copy of this form.