



Business Office Deposit Form

**Is this a donation? Yes No

(If yes, please take deposit directly to Office of Development. If you cannot take it directly to Office of Development, you may bring it to the Business Office but make sure the Business Office staff knows the deposit is considered a donation and the Business Office will make sure Office of Development receives the information for their records.)

Deposit Date _____

Deposit Description _____

Requestor's Name _____

Revenue or Spend Category _____

Cost Center (Budget) _____

-OR-

Agency (Club/Camp) _____

Gift (Donation) _____

Grant (Grant Distributions) _____

Project (CIP) _____

Activity/Fee (Optional) _____

\$ _____ + \$ _____ + \$ _____ = \$ _____
Cash Check(s) Credit Card(s) Total Deposit

Check # _____

Attach Check / Receipt (here)