



For Business Office Use Only	
Receipt #:	
Cashier:	
Date Entered:	

### Deposit Form

Business Office  
Morgan Hall, Room 103-O

**Use this Department Deposit form:**

- For deposits** to Student Organization Accounts, Restricted Funds, and General Fund Income.
- For reimbursements to expenditure accounts.** Please attach a copy of the original Payment Voucher, Purchase Order, or Chargeback notification.
- For sales tax collected.** Sales Tax must be calculated on the sale of goods, services, and admission charges. Please deposit all sales tax collected to account 200400.
- For sales overages and shortages.** Please use account number 570200. The fund, organization, and program codes will all be the same as your original deposit FOAPAL.

**Please:**

- Submit before 4:00 any business day for inclusion in that day's business.
- Bring an original and a copy with you. After the money is receipted, one copy will be stamped "Paid" and dated.
- Provide back-up documentation for all deposits. This would include a list of payers, check numbers (if applicable), and amounts paid.

Contact Information	
Dept / Organization	
Contact Person:	
Campus Phone:	
Today's Date:	

Deposit Information	
Currency:	
Coin:	
Checks:	
BankCards:	
EFT:	
TOTAL:	\$ -

**FOAPAL INFORMATION**

Banner Description (30 Character Max)	FUND	ORGN	ACCT	PROG	ACTV	LOCN	Amount
<b>SALES TAX</b>							
			200400				
			200400				
<b>TOTAL:</b>							\$ -

Comments