



CEDARVILLE UNIVERSITY.

DEPARTMENT/ORGANIZATION DEPOSIT FORM

Date: _____ Dept/Org Name: _____
GL Account #: - - (x-xxxxx-xxxx) Usually last four is 4100 for student orgs or
6xxx for departments.
Total Checks: _____ Make all checks payable to Cedarville University
+
Total Cash: _____ Orgs, please remove startup cash
=

Deposit Amount: _____

Receipt to: _____ Box: _____ Phone: _____

Comments or memo to include on receipt: (i.e. dues, ticket sales, reimbursement)

All currency should be facing up and in the same direction with like bills together. Coins can be rolled in the following amounts: Pennies \$0.50 (50), Nickels \$2.00 (40), Dimes \$5.00 (50), Quarters \$10.00 (40). Cashiers Office will be glad to provide coin wrappers. You may leave coins unwrapped if under these amounts. Completing this form in full will allow deposits to be made in a timely manner.

Receipts will be sent by campus mail.