



# DEPOSIT FORM

Please select the type of deposit:

Lake Fund Donations:	10-0000-44100-01	\$
All other Donations, Sponsorships and Grants:	23-0000-44400-01	\$
Chapel Rental Fees:	10-7914-48701-01	\$
Thiry Aud. Rental Fees:	10-7912-48701-01	\$
Other Event Rental Fees:	10-7913-48701-01	\$
All Other Deposits Not Listed Above:	10-0000-44106-01	\$
Club Account:	70-0000-                      -01	\$
(Write Club Name Above)	(Please Include Acct. No. Above)	
***FINANCAL AID USE ONLY***	23-0000-24104-01	\$
	<b>Total</b>	\$

The University utilizes holding accounts for **ALL** deposits not related to student account payments, club accounts, building rental fees and Lake Fund donations. The above accounts are the **ONLY ACCOUNTS** that the Business Office will make deposits into for transactions outside student account payments. All information below **MUST** be completed in order for the Business Office to accept the deposit. *A copy of the check MUST also be included when making the deposit.* Please attach any other support that will assist the Finance office with properly coding the deposit. If support is attached that will provide the necessary information, the Reason for Deposit box below does not have to be completed, just write, “see attached support”.

Name of Person Requesting Deposit:	
Date of Deposit:	
Type of Deposit:	<input type="checkbox"/> Cash <input type="checkbox"/> Check
Contact Number:	
Acct. to Deposit Into: <small>(if known)</small>	
<b>Reason for Deposit:</b> <small>Please make sure to include as much information here to assist Finance with properly coding this. Examples include Employee Reimbursement for credit card interest for XX/XX, Fees collected for _____ event, Refund from _____ for _____, Cash raised from _____ event, etc</small>	