

VIRGINIA COMMONWEALTH UNIVERSITY Deposit/Receipt Form

Date Prepared:

06/06/11

Last Revised 04/22/2010

1 Select Deposit Type		For Cashiers' Use Only
Sponsored Programs		Received By:
		Receipt #:
		Chart: 1
Sponsored Programs only: a copy of this form and check(s) must be sent to Grants & Contracts Acctg., PO Box 843039. Sponsors should mail all funds directly to Grants & Contracts Acctg.		

2 Enter Deposit Summary Information		Amount				Total Deposit
Currency	\$	-				\$ -
Coin	\$	-				\$ -
Checks	\$	-				\$ -
Total Deposit Summary	\$	-	Total Debit			\$ -

Description of Deposit:

3 Enter Deposit Detail Information						
Banner Index	Description (30 Characters)	Amount	Fund	Organization (6 digits)	Account (6 digits)	Program (4 digits)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Total Deposit Detail		-				

4. Signature				
				6/6/11
Preparer Signature	Department	Phone #	Box #	Date
				6/6/11
Approver Signature	Department	Phone #	Box #	Date

Complete the form, attach supporting documentation and the cash/check(s) being deposited. Cash must be submitted in person to the Cashiers' Office at 1015 Floyd Ave, 1st floor or at a Bank of America branch office. Retain Copy for your Records. (This form should not be used by departments utilizing direct deposit procedures.)