

VIRGINIA COMMONWEALTH UNIVERSITY Deposit/Receipt Form

Date Prepared: 07/01/2006

Last Revised 06/28/05

| 1. Select Deposit Type | For Cashiers' Use Only |
|--|------------------------|
| <input checked="" type="checkbox"/> Sponsored Programs | Received By: |
| <input type="checkbox"/> Gifts | Receipt #: |
| <input type="checkbox"/> All Others | Chart: 1 |

A copy of this form and check(s) must be sent to Grants & Contracts Accounting, P Box 843039. Sponsors should mail all funds directly to Grants & Contracts Accounting.

| 2. Enter Deposit Summary Information | Amount | | Total Deposit |
|--------------------------------------|------------------|--------------------|---------------|
| Currency | \$ 121.00 | | |
| Coin | \$.75 | | \$ |
| Checks | \$ 101.13 | | \$ |
| Total Deposit Summary | \$ 222.88 | 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 | 332350 Fringe Student Health | 121.75 | 9471AS | 332350 | 123456 | 7030 |
| 2 | 320009 Other Enterprise | 101.13 | 9402AS | 320009 | 123456 | 7180 |
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| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| Total Deposit Detail | | \$ 222.88 | | | | |

| 4. Signature | | | | |
|--------------------|----------------------|----------|--------|------------|
| Jane Doe | VCU Treasury Service | 828-6533 | 843031 | 07/01/2006 |
| Preparer 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 809 W Broad St. or at the Nelson Clinic Wachovia branch office. Retain Copy for your Records. (This form should not be used by departments utilizing direct deposit procedures.)