

**VIRGINIA COMMONWEALTH UNIVERSITY Deposit/Receipt Form**

Date Prepared: 07/01/2006

Last Revised 06/28/05

<b>1. Select Deposit Type</b>		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		\$
<b>Total Deposit Summary</b>	\$	<b>222.88</b>	<b>Total Debit</b>	\$
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	320029 Other Enterprise	101.13	9402AS	320029	123456	7180
3						
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15						
16						
17						
18						
19						
20						

SAMPLE

**Total Deposit Detail \$ 222.88**

4. Signature				
<i>Jane Doe</i>	<i>VCU Treasury Service</i>	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 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.)