



## 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)

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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.***