

**VIRGINIA COMMONWEALTH UNIVERSITY Deposit/Receipt Form**

Date Prepared:

Last Revised 06/28/06

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

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	\$					
Coin	\$					\$
Checks	\$					\$
<b>Total Deposit Summary</b>	<b>\$</b>		<b>Total Debit</b>			<b>\$</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						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>Total Deposit Detail</b>		<b>\$</b>				

4. Signature				
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.)