Clear Print

Deposit/Receipt Form

Cashier's Office
Carruthers Hall

From: _____
(DEPT/ACTIVITY)

_____
(COMPLETE MESSENGER MAIL ADDRESS)

Submitted by: _____
Phone: _____ Fax: _____
E-mail: _____ Date: _____

Note:
This form should not be used for deposits to expense codes. See Procedure 5-6 for additional information. Do not use form for Expenditure Credits

CHECKS AND MONEY ORDERS	
CURRENCY AND COIN	
TOTAL	

Note: Deposits from University-affiliated Foundations MUST be processed as gifts. Contact Gift Accounting (434-243-0631, giftacct@virginia.edu).
This form should not be used for deposits to GL Strings with the combination of Fund Sources 1100, 2075, or 4005 WITH Object Codes 4505 or 4510. Those deposits MUST use the Gift Accounting Form

GENERAL LEDGER ACCOUNT							
ENTITY	PROJECT	FUND SOURCE	OBJECT CODE	ORG		AMOUNT	DESCRIPTION
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Page ____ of ____ / Page Total _____ / Total Deposit _____ / Receipt # _ _ _ _ _ _ _ _