



Deposit Receipt Form

DRF No.

Business Office Use Only

Please fill out and deliver daily deposits to the appropriate Business Office location:
 St. Paul
 Murray-Herrick Campus Center, Room 105
 Window Hours: 9 a.m. – 3:30 p.m.
 Minneapolis
 Terrence Murphy Hall, Room 201
 Window Hours: 12 p.m. – 3 p.m. – **Wed. only**

If deposit is being made outside of Business Office window hours,
 please use the drop boxes conveniently located at each office.

The information below must be filled out completely, correctly, and legibly to make a deposit.

Visit www.stthomas.edu/controllersoffice/banner for an account listing

Contact Information

Name <i>(please print)</i>		Date	
Department	Phone	Mail	

Deposit Information

Index	Account	Description	Amount
This defines your department for deposit	This is the Account Code for deposit. For a partial listing see back of form.	Limit 20 Characters. This is what will be seen in Self Service. If you need more information for your records please retain in your departmental office.	Amount to be deposited into index and account.

Total _____
 Must Agree to Total Deposit

Cash (currency and coin) _____
 Check _____
 Credit Card _____
 Total Deposit _____

Food Service/Bookstore/Perkins Use Only
 Deposit Amount _____
 Deposit Bag Number _____

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