



Cash Receipt Deposit

If gift related, send checks and deposit form to Gift Recording in the Development Office, 85 Prescott Street.

Date: _____ Prepared by: _____
 Dept: _____ Description: _____

Please Credit: May list one or more FOAPALs

FUND	ORG	ACCOUNT	ACTIVITY	CASH/CHECK FROM **	AMOUNT
TOTAL:					

**List name on each check. If more than (4) attach a tape listing.

The Treasury Office will issue receipts to departments/groups only for CASH deposits. Such deposits should only be hand-carried to the Treasury Office and not sent through campus mail. When making a cash deposit, bring two copies of this form to the Treasury Office where a receipt stamp will be placed on your copy of this form.