

# Deposit Receipt Form

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.**

## 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 \_\_\_\_\_

### Business Office Use Only

**Please submit two copies of this form if you would like a copy returned after entering**