

# Departmental Deposit Form

[Departmental Deposit Form.pdf](#)

## How to fill out your departmental deposit form:

- Download and complete the departmental deposit form.
- This form should be typed.
- Completely fill out the name/department/contact section, list the total amount of cash, checks or credit cards

- Make sure that the legal and numerical amounts match. (written legal amount supersedes the numerical amount)
  - Signature of maker.
  - Checks should be in US dollars drawn on a US bank. If you have a foreign check, it must be processed separately. Please request assistance.
- Write the G/L number on the upper portion of the front of each check. Do not write anywhere on the bottom of th