



Date: ___/___/___

Departmental Deposit Form

Dept. _____ Contact _____ Ext# _____

E-mail Receipt to _____@uttyler.edu

Donor Number (if applicable) DR _____

Title for Deposit (Prints on receipt) _____

*This line holds 30 characters. This can include the DR#, date, or specific name. Please note, we will only include what is written on this line in the title. If it is over 30 characters, we will only include the first 30 characters.

Deposit Totals:

Cash \$ _____ Check \$ _____ Credit Card \$ _____ (Card Last 4# _____)

Cost Center _____ (8 digits)

Amount: \$ _____

Account Code _____ (5 digits)

Tax

Additional CC/AC (if applicable):

Cost Center _____ (8 digits)

Amount: \$ _____

Account Code _____ (5 digits)

Tax

Cost Center _____ (8 digits)

Amount: \$ _____

Account Code _____ (5 digits)

Tax

*If more CC/AC sections are needed, please attach additional sheet.

Cashiers: disregard
Internal Dept. Notes:

Total Deposit Amount: \$ _____

Please list all check numbers for the deposit below, and attach any additional documentation needed for the deposit to this form.

Important reminders:

- The cashier's office accepts deposits of cash, checks, money orders, VISA, MasterCard, Discover, and American Express.
- No temporary or international checks will be accepted.
- If the coin quantity in your deposit is enough to make a roll, coins must be wrapped in a coin wrapper. Please contact the cashier's office if a department needs coin wrappers.
- If the department does not have a credit card machine, please call the cashier's office at 903-566-7180 to give the credit card information. Written credit card numbers are against UT Tyler policy and will not be accepted. If your department would like to obtain your own credit card machine, please contact Financial Services.
- Deposits must be sent to the cashier's office within 1 day of receipt by the department if it is over \$500 and 3 days if below \$500.

The Cashier's Office is located in ADM 230. Deposits may be dropped off at stations 1, 2 or 3 without signing in OR they may be placed in the cashier's drop box at the ESC any time, day or night. Please note that submitting this form incomplete will delay the deposit indefinitely. Please ensure you include all necessary information for timely and efficient deposits.

Last Updated April 17, 2019

Available online: <http://www.uttyler.edu/cashiers/faculty-staff/index/php>