



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 STE 230. Deposits may be dropped off at stations 1 or 2 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 October 18, 2023

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



**UTTyler**<sup>™</sup>  
THE UNIVERSITY OF TEXAS AT TYLER

Date: \_\_\_/\_\_\_/\_\_\_\_\_

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