**SUMMARY OF DEPOSIT**

<table>
<thead>
<tr>
<th>CREDIT CARDS</th>
<th>OR</th>
<th>CHECKS AND CASH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa and M/C: $</td>
<td></td>
<td>Checks: $</td>
</tr>
<tr>
<td>Discover: $</td>
<td>(# of checks: ___)</td>
<td></td>
</tr>
<tr>
<td>American Express: $</td>
<td></td>
<td>Currency/Coin: $</td>
</tr>
<tr>
<td>Total: $</td>
<td></td>
<td>Total: $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPARTMENT / ORG. #</th>
<th>PHONE #</th>
<th>DATE</th>
<th>FUND / ACCT. # TO CREDIT</th>
<th>ACTIVITY CODE (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RECEIVED FROM

PURPOSE / REASON

PREPARED BY

DATE RECEIVED (CASHIER'S USE ONLY): |

(CASHIER'S USE ONLY) TOTAL $ AMOUNT TO CREDIT: $

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*PLEASE PREPARE A SEPARATE "DEPOSIT OF FUNDS" FORM FOR CREDIT CARD TRANSACTIONS.
FORWARD ORIGINAL WHITE COPY WITH ALL FUNDS TO THE CASHIER'S OFFICE, RETAIN PINK COPY.
YELLOW COPY FOR FINANCE OFFICE. (MEDICAL CENTER)
ALL DEPOSITS BECOME THE PROPERTY OF THE UNIVERSITY AND ARE SUBJECT TO ITS POLICIES AND PROCEDURES.

REV 12/06

SAINT LOUIS UNIVERSITY
OFFICE OF THE CASHIER
DEPOSIT OF FUNDS

This form is to be utilized for the deposit of all non-gift receipts. Please refer to the Deposit of Funds Policy for additional information.

**INSTRUCTIONS AND DEFINITIONS**

**CURRENCY:** Bundle in groups of 25 bills of the same denomination and roll coins in wrappers.

**CHECKS:** Prepare calculator tape that tabulates total. Remove all staples from checks.

**CREDIT CARDS:** Attach daily batch document with total from Trans 330 or PC application.

**DEPARTMENT/ORG. #:** Enter the name of the originating department and the organization number.

**PREPARED BY:** Enter name and phone number of individual preparing the deposit form.

**DATE PREPARED:** Enter the date the form was completed.

**FUND/ACCOUNT #:** Enter the Banner Fund and account numbers to which the deposit is to be credited. Multiple account numbers can be listed in the purpose section with the respective dollar amounts.

**ACTIVITY CODE:** Enter the 6 digit activity code for each line of the transaction, if applicable. Note this field is optional.

**SUMMARY OF DEPOSIT:** A separate Deposit of Funds form must be prepared for credit card transactions. Multiple checks for deposit to the same account for the same purpose may be included on one form. Enter the number of checks, total of checks, total currency and coin, and the total deposit submitted with the Deposit of Funds form.

**RECEIVED FROM:** Enter the individual or organization from which the funds were received.

**PURPOSE/REASON:** Enter an explanation of the purpose or reason the funds were received by the University.