



Departmental Reimbursement Deposit Form

Instructions

Complete the departmental information and currency information for all deposits. Complete the applicable reimbursement or recovery of expenses section depending on the type of deposit. This form may be completed digitally but will ultimately need to be printed for submission with the currency being deposited. Return completed form and deposit to Accounts Receivable in Jardine Hall room 201 or by mail to campus box 38. If returning by mail, this form and any accompanying currency must be transported in a locked green bag.

Department Information

Date _____

Department Name _____

Fund/Organization/Program Code _____

Deposit Description _____

Processed By _____

Phone Number _____

Email for Receipt _____

Recovery of Expense (Tax inclusive)

Examples include shirt sold for a