

Departmental Deposit Form

Date (MM/DD/YYYY)

Department

Prepared By

Purpose of Deposit

Cash & Coins

Checks

Money Orders

Credit Charges

Wires

Credit Card

Total Deposit

Need help? See the User Guide on page 2. Select a payment type before entering an amount.

Payment types: Cash & Coins, Checks, Money Orders, Credit Charges, Wires, Credit Card.

Payment Type	Fund	Org	Acct	Prog	Activity	Location	Amt	Description
Select type								

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Email Copy of Receipt To:

[Print Form](#)

User Guide

Departmental Deposit Form | Keep this page for reference.

1. Complete and review

Open the saved PDF in desktop Adobe Acrobat Reader. Use the calendar arrow in Date, or type MM/DD/YYYY. Enter the department, preparer, purpose, and receipt email address.

For each item, select Payment Type first. Enter the account codes, amount, and description. Use only the rows you need. Use a separate row for each payment type.

Review all six calculated payment totals and Total Deposit. Each amount is added to its selected payment type total. Total Deposit adds all six payment totals.

Press Tab to leave your last field, then save the file. Reopen it to confirm your entries. When printing only the deposit form, select page 1.

2. Field rules

Field	Entry rule
Payment Type	Cash & Coins; Checks; Money Orders; Credit Charges; Wires; Credit Card.
Fund	Up to 6 characters; numbers only.
Org	Up to 5 characters; numbers only.
Acct	Up to 6 characters; letters and numbers accepted.
Prog	Up to 3 characters; numbers only.
Activity	Up to 6 characters; letters and numbers accepted.
Location	For Cashier's Office use. No character limit. Leave blank unless instructed by the Cashier's Office.
Amt	Numeric amount with up to 2 decimal places. Example: 1250.50. Do not type dollar signs or commas.
Description	Up to 25 characters.

3. Keyboard and screen-reader help

Use Tab to move forward and Shift+Tab to move back. Use arrow keys in Payment Type. Hover over a field for its tooltip; screen readers can announce the field name, row number, and entry rules.

Fund, Org, and Prog keep leading zeros. All six payment totals and Total Deposit are read-only calculated fields. To change a total, edit the amount or payment type in the related row.

4. If you need help

For questions about codes, deposits, or an accessible alternative, contact the Cashier's Office through your usual university contact.