



Departmental Receipting Deposit General Form

Department Name:

Deposit Date:

Prepared by:

Contact Info: Phone:

Email:

How many copies of deposit form:

Departmental Deposit Breakdown:

Cash: \$

Check: \$

Credit Card:

V/MC/DS: \$

AMEX : \$

ID Bucs: \$

Total Funds: \$

Per ETSU Policy –

Departments with Deposit amounts of \$500 in receipts or more, must deposit no later than noon of the following business day. Amounts under \$500 must be deposited within 72 hours of receipt.

Voyager G/L String

ENTITY	ORG	FUND	FD. TYPE	ACCT	F. CLASS	PUR.	Description	Amount
							-999x3-99	\$
							-999x3-99	\$
							-999x3-99	\$
							-999x3-99	\$
10	-	00000-100000	-100	-	25040- 998 - 999	-999x3-99	Deposit Payable ID Bucs	\$
Total (should equal Total Funds above)								\$

Include a separate page if more lines are needed.