

DEPOSIT REQUEST

RECEIPT # _____

(This is provided to you when deposit is received in EBO, room 203.)

All checks and cash for the College of Engineering should be deposited through the EBO. Please provide all necessary information to ensure proper credit to the appropriate account(s). Attach a copy of the check(s) and an adding machine tape, totaling your check(s) and/or cash, to this form. Please give checks and/or cash directly to the EBO room 203. Upon receipt of the deposit, we will provide an official receipt for your deposit.

CHECKS TO BE DEPOSITED IN FOUNDATION / DEVELOPMENT ACCOUNTS SHOULD BE PROCESSED THRU THE DEVELOPMENT OFFICE.

DO NOT HOLD ON TO ANY UNIVERSITY MONIES. Colorado State University financial policies and procedures require all checks and cash to be processed upon receipt.

Name: _____ Dept No: _____
Dept Name: _____ Phone: _____

CHECKS

Name on check	Corporation	Dated	Received	Credit Acct # -Subcode	\$ AMT
_____	_____	_____	- _____	_____ - _____	_____
_____	_____	_____	- _____	_____ - _____	_____
_____	_____	_____	- _____	_____ - _____	_____
_____	_____	_____	- _____	_____ - _____	_____
_____	_____	_____	- _____	_____ - _____	_____
_____	_____	_____	- _____	_____ - _____	_____

SUBTOTAL-CHECKS _____

CASH

Name	Corporation	Credit Acct # - Subcode	\$ Amount
_____	_____	_____ - _____	_____
_____	_____	_____ - _____	_____
_____	_____	_____ - _____	_____
_____	_____	_____ - _____	_____

SUBTOTAL CASH _____

TOTAL DEPOSIT (CHECKS + CASH) _____

PLEASE KEEP A COPY FOR YOUR RECORDS