



**Engineering Business Office
DEPOSIT REQUEST**

RECEIPT # _____ (Receipt number is provided when EBO receives the deposit.)

- ❖ Checks and cash for the College of Engineering are deposited through the Engineering Business Office.
- ❖ Bring checks and/or cash directly to the EBO, Engineering Building, Suite 202
- ❖ Provide all necessary information to ensure proper credit to the appropriate account(s).

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.

Date of Request _____

Name _____ Phone _____

Dept Name _____ Dept # _____

List each check separately						
Name	Corporation	Date of check	Date received	Account to credit	Object code	Dollar amount
Total checks						

List cash in amounts to be credited to each account				
Name	Corporation	Account to credit	Object code	Dollar amount
Total cash				

TOTAL DEPOSIT (Checks + Cash)

PLEASE KEEP A COPY FOR YOUR RECORDS