## PLEASE NOTE: If your deposit form is incomplete or the information is incorrect, you will be notified by EKU email that a correction is needed.

EKU Deposit Record		Office of Student	Accounting Services, Whitlock	(		
Hours for Deposit Drop Off 8:00-3:45 M-F		210 Questions:	Jackie.Shouse@eku.edu	<u>mybill@eku.edu</u>		
Necessary Information for Your Deposit You Need to Provide:						
Student Organizations:	rganizations: Org#, Contact Student Life for this information					
Departmental Deposits:	Fund, Org and Account #s, Contact your Budget Specialist if you are unsure					
Reimbursements:	Fund, Org and Accour	nt #s, you are rej	paying to, Contact your <b>Buc</b>	lget Specialist for info		

Date

Phone

## Required from Depositor:

Organization/Department Name

Preparer's Name

Email Receipt to (EKU EMAIL ONLY)

SAS: Recei	ved Date	If errors, date notified sender		Receipt #					
Short-Code (If you have a short-code please use this instead of the F - O- A- P numbers)				(USE only for one check going to multiple accounts)					
	FUND	ORG	ACCOUNT	PRO	Activity Code (optional)		AMOUNT		
								\$	
								\$	
								\$	
							CHECK TOTAL	\$	

CASH DEPOSIT DESCRIPTION	Total	Total		
		\$		
		\$		
		\$		
		\$		
	CASH TOTAL	\$		

Number of CHECKS	Deposit Description	TOTAL				
			\$			
OR CHECKS that need to be listed individually in the deposit**		**				
			\$			
			\$			
			\$			
			\$			
			\$			
			\$			
		CHECK TOTAL	\$			
		CASH & CHECK GRAND TOTAL				

\*\*If you consistently need multiple checks listed separately, please contact <u>Jackie.Shouse@eku.edu</u> for

options. This form can be found at http://studentaccounting.eku.edu under Deposit Form.