



## DEPARTMENTAL DEPOSIT SLIP

Department \_\_\_\_\_

Banner Fund \_\_\_\_\_

Banner ORG \_\_\_\_\_

Financial Manager \_\_\_\_\_

Phone number \_\_\_\_\_

All monies received by WCSU must be deposited in accordance with State Regulations.

Please use this worksheet to ensure all funds will be deposited and paid to the State Treasurer within the following time limitations:

- a. Within 24 hours of receipt when the receipts total \$500 or more.
- b. Receipts of lesser amounts may be held until they equal \$500, but for not more than 7 calendar days.

Failure to deposit funds within guidelines require written explanation to the Coordinator of Bursar Services from the dean or department head that includes corrective action taken.

All deposits are to be brought to the Cashier's Office, Old Main 106, Office hours: M-F, 8 a.m. to 4:30 p.m.

Date funds received	Cash, Check, or Money order	Check date	Check #	Amount	Cumulative total	Deposit date Cashier Office	Banner Account/Description	Index
				\$ .	\$ .			
				\$ .	\$ .			
				\$ .	\$ .			
				\$ .	\$ .			
				\$ .	\$ .			
				\$ .	\$ .			
				\$ .	\$ .			
				<b>Total</b>	\$ .			

**Comments:**

<i>Cashier Office use only — stamp receipt date</i>	Cash total _____ Checks total _____ Other _____	_____	
<i>Funds deposited within guidelines? Y / N</i>	<b>Total</b> _____	Received by _____	Date _____ Receipt # _____