

Deposit Information

Department Name: _____

Short Deposit Description: (appears as Reference Nbr in Campus Connection) _____

Detailed Deposit Description:

Deposit Prepared By: _____ Phone Number: _____

Is the deposit a gift? Yes *If yes, please route Department Deposit Form, check, and gift documentation (i.e. documentation from the donor stating the intended use of the funds) to Grant and Contract Accounting or the Ag Budget office.*
EXCEPTION: Non-Ag related checks from an NDSU Foundation may be sent directly to Customer Account Services.

No *If no, please route the Department Deposit Form and check to Customer Account Services.*

Additional Approval: (if required) _____ Phone Number: _____

Deposit Date: _____ E-Mail Receipt To: _____

Deposits

Account	Department	Project	Fund	Program	Amount
Deposit Total:					

•••There can be no more than eight funds per deposit•••

Cash & Check Detail (total dollar amounts)

100's	
50's	
20's	
10's	
5's	
2's	
1's	
Coin	
Total Cash	
Total Checks**	
Deposit Total	

- 470550- Cash Long Auxiliaries (Fund 12000-12999)
- 480005- Cash Long All Others
- 631005 - Cash Short (enter as a negative)

Please note that cash shortages are not taken in to account in the Deposit Total. Our office will perform a journal entry to post the short. Cash Longs will be posted as part of the department receipt.

If more than one check is being deposited there must be an adding machine tape with the correct total attached.

Please print this form.
Route this form to :
Customer Account Services
Ceres Hall 302
Phone (701) 231-7213

*** 2 copies of this completed form will print, please route one to CAS and keep one for your file. ***