UNIVERSITY OF St.Thomas

Deposit Receipt Form

DRF No.

Business Office Use Only

Please fill out and deliver daily deposits to the drop box located outside the Business Office
Murray-Herrick Campus Center, Room 105, St. Paul

The information below must be filled out completely, correctly, and legibly to make a deposit.

Visit www.stthomas.edu/controllersoffice/banner for an account listing. Deposits should not be recorded to the following accounts: gifts (55XXX), grants (56XXX), tuition (51XXXX), financial aid/exemptions (52XXX/52XXXX), compensation (6XXXX), internal charges (77XXX/77XXXX), or fixed assets (79XXX). If you feel like there is an exception, please contact a member of the Controller's Office.

Contact Information

Name *(please print)*	Email	Date

Department	Phone	Mail

Deposit Information

Index	Account	Description	Amount
This defines your department for deposit	This is the Account Code for deposit. See account code rules listed above.	Limit 20 Characters. This is what will be seen in Self Service. If you need more information for your records please retain in your departmental office.	Amount to be deposited into index and account.

Total 0.00

Must Agree to Total Deposit

Cash (currency and coin) _____

Check _____

Credit Card _____

Total Deposit 0.00

Food Service/Bookstore/Perkins Use Only

Deposit Amount _____

Deposit Bag Number _____

Business Office Use Only

BUSO 2110 6/19