

**The Catholic University of America
Departmental Deposit Ticket**

Department:

Date:

Contact Person:

Ext:

Distribution:							
Line#	ACCT	FUND	ORG	PROGRAM	SUBCLASS	PROJECT_ID	AMOUNT
1							
2							
3							
4							
5							
6							
7							
Total Deposit:							

Total Cash Amount _____
 Total Checks Amount _____
 Total Credit Cards Amount _____

Description and Reason for deposit, by LINE:	
1	
2	
3	
4	
5	
6	
7	

Signature

Instructions:	
>	This form is required when making any deposit to the University Cashier.
>	Please complete form with all requested information. Incomplete or illegible tickets will be returned.
>	Travel advance reimbursements must reference the TA Number (PO#), and the traveller. The completed and properly authorized Travel Expense report and supporting documentation must be submitted with the reimbursement.
>	All gifts must be routed through the Office of Institutional Advancement (Marist)
>	All grants or contracts must go through the Office of Grants & Contacts (Leahy LL50), and must reference the PROJECT_ID.
>	Deposit ticket must contain name of Departmental contact with phone extension, and signature of remitter.
>	Cash should be hand-delivered to the Cashier's Office (it is strongly recommended that neither cash nor checks be sent through campus mail; the cashier is not responsible for deposits not personally delivered).
>	For information regarding the necessary chartfields, or for questions regarding a deposit, please contact the Cashier's Office at x-5048, or one of the departments:
	Treasury & Investments: for general gifts and endowments x-6445
	Grant & Contract Accounting : for grants or services-rendered agreements x-5682
	Institutional Advancement: for gifts designated for your department x-6922