**Cash Receipt Deposit**

**If gift related, send checks and deposit form to Gift Recording in the Development Office, 85 Prescott Street.**

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| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | **Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | **Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
|  |  |  |  |  |  |
| **Please Credit:** |  | **May list one or more FOAPALs** | | |  |
| **FUND** | **ORG** | **ACCOUNT** | **ACTIVITY** | **CASH/CHECK FROM \*\*** | **AMOUNT** |
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**TOTAL:** $0.00

\*\*List name on each check. If more than (4) attach a tape listing.

The Treasury Office will issue receipts to departments/groups only for CASH deposits. Such deposits should only be hand-carried to the Treasury Office and not sent through campus mail. When making a cash deposit, bring two copies of this form to the Treasury Office where a receipt stamp will be placed on your copy of this form.

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