

Creighton University - DEPT TITLE  
Deposits

Contact Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

DEPOSIT INFORMATION							AMOUNT			
DATE	FUND	ORG	ACCOUNT	ACT CODE	AGENCY / DESCRIPTON	CHECK #	CASH	CHECKS	CREDIT CARD	TOTAL
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TOTALS							\$ -	\$ -	\$ -	\$ -





## Intructions for Using New Deposit Template

- Step 1 On the first tab of the workbook, fill in your department name
- Step 2 Fill in the contact name and 4 digit extension  
This is the person the business office can contact if there are any questions
- Step 3 Fill in the date with the date you are making the deposit for
- Step 4 Fill in fund, org and account. Fill in activity code, if needed
- Step 5 If you have 10 lines or less, you can fill in a description for each line  
This is the description that will show in Banner  
If you have more than 10 lines, the department title will be used for all lines
- Step 6 Fill in check number, if you wish
- Step 7 Put the dollar amount in the proper category (i.e. cash, checks, credit cards)  
If there are all types of tender (cash, checks and credit cards) put the total for each tender in those columns on the same line
- Step 8 If you have more than 10 checks and you are summarizing them either make a calculator tape of the checks, or list them on a separate sheet  
Send this with the template to the business office.  
This is necessary in case there is a difference between the total of the checks and the total on the template  
The business office will be able to determine the discrepancy  
You will be notified if there is a discrepancy
- Step 9 Print two copies of the template and send both copies to the business office
- Step 10  
(optional)  
) Cut the information from the first tab to the second tab so you can use the same template for multiple deposits

ne where it says DEPT TITLE

are questions about the deposit

r each line you are populating

eded.

for each line.

the description in Banner

cks or credit card) for that line.

nds) going to the same fund, org and account,  
line

on one or a few lines on tab 1,  
on tab 2 and subtotal them

total on the deposit template and the actual checks being deposited.  
r and correct the deposit.

business office.

you have a history of every deposit