

Macalester College

Department Deposit Form – Personally Deliver to Student Accounts Office in 77 Mac Daily

Name: _____ ID#: _____

Department: _____ Ext: _____

Cash Total: _____ (CASH)

Check Total: _____ (CHEK) # of Checks: _____

Total Deposit: _____

Two Signatures Required on Cash Deposits over \$1000:		
Signature	Name (Print)	Date
Signature	Name (Print)	Date

For Cashier's Use Only:			
Detail Code: <u>CASH or CHEK</u>	Description: (<u>Defaults</u>)	Debit or Credit: <u>D</u>	Amount: (<u>above</u>)
Detail Code: <u>GLTR</u>	Debit or Credit: <u>C</u>		

Revenue FOAPAL Example	100000	-	XXXXXX	-	5XXXXX	-	99	-		-	
	Fund		Org		Account		Prog		Act		Loc
Description: _____											
FOAPAL: _____ - _____ - _____ - _____ - _____ - _____	Amount: _____										
Description: _____											
FOAPAL: _____ - _____ - _____ - _____ - _____ - _____	Amount: _____										
Description: _____											
FOAPAL: _____ - _____ - _____ - _____ - _____ - _____	Amount: _____										
Description: _____											
FOAPAL: _____ - _____ - _____ - _____ - _____ - _____	Amount: _____										

Please keep copies for your department records. Student Accounts is not responsible for department records. Student Accounts will no longer return paper copies of deposits to departments.

Please use Banner to view deposits. Contact Tracy Arndt ext. 6567 to arrange access and/or training.

Signature of Person Completing Form _____ Date _____

Signature of Person Delivering Form to Student Accounts _____ Print _____ Date _____

For Cashier's Use Only:		
Receipt #: _____	Date _____	Initials _____