**Department Deposit Form**

**Date:** 9/1/2014

**Department:** Money Office

**Account Manager:** Bobcat Banks

**Prepared by:**

<table>
<thead>
<tr>
<th>Bank</th>
<th>General Ledger</th>
<th>Cost Center</th>
<th>Fund</th>
<th>Internal Order</th>
<th>Receipt #</th>
<th>Description (up to 25 chr)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>417110</td>
<td>1XXXXXXX</td>
<td>2XXXXXXX</td>
<td>1234-5678</td>
<td>money camp registration</td>
<td>$4,170.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Bank:** The Bank will be 10 for most deposits. You may contact SBS if you think your department has an exception.
- **General Ledger:** The General Ledger is important and will classify the deposit to the appropriate revenue type. There is a SAP GL Account Code List online at [http://www.sbs.ox.ac.uk/departments/dep_res.html](http://www.sbs.ox.ac.uk/departments/dep_res.html)
- **Cost Center:** The GL is important and will classify the deposit to the appropriate revenue type. There is a SAP GL Account Code List online at [http://www.sbs.ox.ac.uk/departments/dep_res.html](http://www.sbs.ox.ac.uk/departments/dep_res.html)
- **Fund:** The receipt number is a new requirement for research and audit purposes. The receipt number or series of receipt numbers entered should match the copies left in the receipt book for verification by SBS.
- **Internal Order:** The description entered must clearly identify what type of revenue is being deposited for research and audit purposes.
- **Receipt #:** The receipt number is a new requirement for research and audit purposes. The receipt number or series of receipt numbers entered should match the copies left in the receipt book for verification by SBS.
- **Description (up to 25 chr):** money camp registration

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**Note:** Funds deposited into the accounts above may not be available for use until 1 to 2 business days after the deposit.

**Total Deposit:** $4,170.00

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All deposit forms must be completed in full prior to bringing to SBS for deposit. **Incomplete forms will not be processed and will be turned away.***