

## Department Deposit Form

Date: **9/1/2014**

The cost center and fund account must be an accurate combination in order for the deposit to post and not fail. It is important to verify account coding prior to deposit. Funds that are year specific must be updated to the appropriate Fiscal Year (FY) to avoid budget discrepancies. Example: 2000011014 is used for FY 2014 and 2000011015 should be used for FY 2015.

Cash	20.00
Checks	2,500.00
Credit Cards	250.00
Web CC	600.00
ACH	800.00
<b>Total</b>	<b>\$4,170.00</b>

Department: **Money Office**

Account Manager: **Bobcat Banks**

Prepared by: **Boko Cat** Contact number: **245-2111**

Bank	General Ledger	Cost Center	Fund	Internal Order	Receipt #	Description ( up to 25 chrs)	Amount
10	417110	1XXXXXXXXX	2XXXXXXXXX		1234-5678	money camp registration	\$4,170.00

The Bank will be 10 for most deposits. You may contact SBS if you think your department has an exception.

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.txstate.edu/departments/dept-resources.html>

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.

The description entered must clearly identify what type of revenue is being deposited for research and audit purposes.

**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.\*\*\***

This amount should always equal the tender total above.

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**