

**SECTION 1**

Date: \_\_\_\_\_

Deposited by: \_\_\_\_\_

Account Name: \_\_\_\_\_

Contact Name/Ext.: \_\_\_\_\_

*NOTE: Account number & object code must be written in the upper right hand corner of all checks and charges. Attach adding machine tape for all checks and charges.  
Coin must be wrapped if there is enough to fill a roll.*

**SECTION 2**

**COMPLETE FOR DEPOSITS OF NON-CONTRIBUTIONS/NON-GIFTS**

Specify the source of the funds such as ticket sales, membership fees, etc.:

List non-contribution/non-gift deposit by account number - object code (list the total for each account number & object code):

Account Number	Object Code	Description	Amount
	-6901	Program Income	\$
	-		\$
	-		\$
	-		\$
	-		\$
	-		\$
			\$

**SECTION 3 - Deposits of Contributions and Gifts in Excess of \$500.00 Must Be Submitted To University Advancement**

**COMPLETE FOR DEPOSITS OF CONTRIBUTIONS AND GIFTS**

*For tax reporting purposes, contributions and gifts must be classified by the type of donor.*

List the contribution/gift deposit by account number - object code (list the total for each account number - object code, not by individual donor):

Account Number	Object Code	Description	Amount
	-6507	Gifts - Miscellaneous	\$
	-6510	Gifts - Faculty/Staff Support	\$
	-6512	Gifts - Other Individuals	\$
			\$
			\$

Total Contributions/Gifts \$ \_\_\_\_\_

**SECTION 4**

**DEPOSIT RECONCILIATION - COMPLETE FOR ALL DEPOSITS**

Coin	\$
Currency	\$
Checks (attach adding machine tape)	\$
<b>Total Deposit</b>	<b>\$ _____</b>