



Business Office Deposit Receipt Form

Date: _____ Department: _____

Contact Person: _____ Phone Number: _____

Description of Deposit: _____ GL Code or Club Program Code for Deposit: _____

| | |
|----------------|----|
| Total Checks | |
| Total Cash | |
| Total Deposit: | \$ |

Deposit Prepared By

Printed Name: _____ Signature: _____

Deposit Verified By

Printed Name: _____ Signature: _____

For Business Office Use Only:

Deposit Amount Verified By: _____
Receipt #: _____
Date: _____