



Departmental Reimbursement Deposit Form

Instructions

Complete the departmental information and currency information for all deposits. Complete the applicable reimbursement or recovery of expenses section depending on the type of deposit. This form may be completed digitally but will ultimately need to be printed for submission with the currency being deposited. Return completed form and deposit to Accounts Receivable in Jardine Hall room 204 or by mail to campus box 38. If returning by mail, this form and any accompanying currency must be transported in a locked green bag.

Department Information

Date _____

Department Name _____

Fund/Organization/Program Code _____

Deposit Description _____

Processed By _____

Phone Number _____

Email for Receipt _____

Currency _____

Cash Total _____

Check Total _____

Reimbursement to Department

Examples include repayment of procurement card or ICD. If depositing any reimbursements in an inventory expense account (4000 series of OOE accounts), Property Control.

Expense Account _____

Amount of Reimbursement _____

Recovery of Expense (Tax inclusive)

Examples include shirt sold for a