Deposit Summary Form Instructions

1. All deposits must be delivered to the Cashier’s Office located in the Health Sciences/Human Services Library, Suite 206.

2. Do not include credit card transactions with cash/check transactions. A separate Deposit Summary Form is needed for credit card deposits.

3. All fields on this form must be completed in full before taking the deposit to the Cashier’s Office.


5. SPAC Billing Deposit Types (i.e. PCBU’s 00184, 00185, 00187, 00188, 00191, and 00192):
   a. Use either account number 7126 or an operating expense account. Do not use a revenue account number.
   b. Make a copy of each check included in the deposit, along with any correspondence.
   c. Attach all copies to the Deposit Summary Form and submit to the Cashier’s Office.
   d. The Cashier’s Office cannot accept deposits without the copies.

6. Other Deposit Types: Use appropriate revenue or expense account number.

7. Be sure to include relevant identifying information in the Description field.

8. A department may create their own version of the Deposit Summary Form, as long as the department’s form contains all of the required fields and is similar in appearance to the Administration and Finance Deposit Summary Form.