Texas A&M University-Texarkana
DEPARTMENTAL DEPOSIT WORKSHEET

DATE: ______________________

DEPARTMENT _______________________________________________________________________

Person Preparing Deposit ______________________________________ Phone __________________

<table>
<thead>
<tr>
<th>ACCOUNT NUMBERS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(6 digits)</td>
<td>(5 digits)</td>
<td>(4 digit rev code)</td>
<td>(amount)</td>
</tr>
</tbody>
</table>

[ ] X Box if reduction of expenditure

Cash $ __________________

Checks, money orders $ __________________

Credit cards $ __________________

Cash returned (if any) $ __________________

DEPOSIT TOTAL $ __________________

Deposit Information (receipt numbers, cash short/over, etc)
____________________________________________________________________________________________
____________________________________________________________________________________________

VERIFIED & DEPOSITED BY BUSINESS OFFICE

Cashier initials __________________________
Cash receipt number __________________________
Date __________________________

This standardized departmental deposit worksheet is required with all deposits. Please attach any additional supporting information to be retained for audit purposes.

http://tamut.edu/About/Administration/Accounting/index.html