

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

# Texas A&M University-Texarkana DEPARTMENTAL DEPOSIT WORKSHEET

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

Person Preparing Deposit: \_\_\_\_\_ Phone: \_\_\_\_\_

## ACCOUNT NUMBERS

X Box if  
reduction of  
expenditure

\_\_\_\_\_ \$ \_\_\_\_\_  
(6 digits) (5 digits) (4 digit rev code) (amount)

\_\_\_\_\_ \$ \_\_\_\_\_  
(6 digits) (5 digits) (4 digit rev code) (amount)

\_\_\_\_\_ \$ \_\_\_\_\_  
(6 digits) (5 digits) (4 digit rev code) (amount)

\_\_\_\_\_ \$ \_\_\_\_\_  
(6 digits) (5 digits) (4 digit rev code) (amount)

\_\_\_\_\_ \$ \_\_\_\_\_  
(6 digits) (5 digits) (4 digit rev code) (amount)

Cash \$ \_\_\_\_\_

Checks/Money Orders \$ \_\_\_\_\_

Credit Cards \$ \_\_\_\_\_

ACH/EFT \$ \_\_\_\_\_

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.