

PSU Miscellaneous Deposit Form

For Cashier's Purposes Only

Deposit Description (for FIS, max 30 characters)

Cash \$ _____
 Outd \$ _____
 Checks \$ _____
 Cards \$ _____
 Total \$ _____

PSU ID/Acct #, Name(Last, First, MI), or other comments

Visa or MasterCard #

Exp Date

Preparer's First and Last Name

Extension

E-Mail

Dept/Mail Code

Date

Detail Code -or- Index	Fund	Orgn	Account	Prog	Activity	Amount
						\$
						\$
						\$

Important: Failure to provide all necessary information may delay processing

Total Deposit:

Deposits to expenditure account codes must be on a separate form and have appropriate documentation attached.

Must equal 0:

Cashiers - Copy 1

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						\$
						\$
						\$

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Must equal 0:

Cashiers - Copy 2

Once processed, this copy will be given back to the department with receipt number and date

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Detail Code -or- Index	Fund	Orgn	Account	Prog	Activity	Amount
						\$
						\$
						\$

Important: Failure to provide all necessary information may delay processing

Total Deposit:

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Must equal 0:

Department - Copy 3

Please retain this copy to reconcile your departmental deposits.