PSU Miscellaneous Deposit Form
To Clear Operating Advances Only

Deposit Description (for FIS, max 30 characters)

For Cashier's Purposes Only

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

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

Total Deposit:

Must equal 0:

Cashiers - Copy 1

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

Important: Failure to provide all necessary information may delay processing

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

Total Deposit:

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

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

Total Deposit:

Must equal 0:

Department - Copy 3To
Please retain this copy to reconcile your departmental deposits.

Updated 4/11/2007