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Deposit/Receipt Form

Cashier's Office Carruthers Hall					From: (DEPT/ACTIVITY)			
Note: This form should not be used for deposits to expense codes. See Procedure 5-6 for additional information. Do not use form for Expenditure Credits CHECKS AND MONEY ORDERS CURRENCY					(COMPLETE MESSENGER MAIL ADDRESS) Submitted by: Phone: Fax:			
AND COIN TOTAL					Note: Deposits from University-affiliated Foundations MUST be processed as a Contact Gift Accounting (434-243-0631, giftacct@virginia.edu). This form should not be used for deposits to GL Strings with the			
	<u>G</u> E	ENERAL LEDG		<u>T</u>			Sources 1100, 2075, or 4005 WITH Object Codes deposits MUST use the Gift Accounting Form	
ENTITY	Project	Fund Source	Object Code	Org		Amount	Description	
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