

Cash Deposit Form

Deliver all cash deposits to the University Cashier, located on the first floor of the Student Services Building.

Form Prepared by: _____
Phone: _____
Department: _____
Campus Address: _____

Please deposit currency totaling \$ _____ into the following:

FAU Foundation Fund # _____

Smart Tag: Tag003075

Account Code: 20130 Revenue Cat: RV0130

Deposit # _____

BAG# _____

******* Cashier's Office Instructions: (to deposit cash)**

- **Fill Out the Bank Cash Bag, FAUF Green Deposit Form, FAUF Gold Cash Deposit Form and Bank Deposit Ticket (Obtain in Foundation Office Bldg.10, Rm#295)**
- **Make a copy of the Gold Cash Deposit form and White Deposit Ticket.**
- **Put Cash in Cash Bag along with completed Bank Deposit Slip (both White and Yellow carbon copy) and seal.**
- **Paper Clip the Gold Cash Deposit Form to the Outside of the Cash Bag**
- **Please leave the completed Green Deposit Form, along with the copy of the completed Bank Deposit Slip and Gold Cash Deposit Form at the Foundation Office, Bldg. 10, Room #295.**
- **Drop off the Cash Bag at Cashiers Office in the Student Union Building 1st Floor in the Drop Box**

If you have any questions, please ask before making your cash deposit.