

Depositing Funds

Funds being remitted to a project (checks, money orders, or cash) must be accompanied by a deposit slip or reference a Research Foundation invoice number.

Deposit Slips

- Indicate project/object and amount to be receipted to each object code (see below)
- Indicate the purpose of funds, e.g., sale of materials, workshop fees, conference registrations
- List the source of the funds (name of individual/business) Total of receipts
- Break out total into the amount deposited via check, cash, and/or coins
- Print name of project director, phone number and campus zip

Following is a list of approved object codes, which may be used to deposit funds.

Object Code	Description
6101	Taxable Sales
6105	Non-taxable Sales
2150	Sales Tax
6727	Workshop Fees
6728	Participant Fees
6729	In-Service Fees
6730	Membership Fees
6731	Special Events
6732	Deposits
6733	Deposits

Examples:


Fees/Other

Remit To: BMU Room 219, Zip 248	DEPOSIT SLIP (Do not use for gifts/donations*)	RESEARCH FOUNDATION <input checked="" type="checkbox"/> UNIVERSITY FOUNDATION <input type="checkbox"/>
Project #: <u>XXXXX</u>	Object #: <u>6727</u>	Amount: <u>500.00</u>
Project #: _____	Object #: _____	Amount: _____
Project #: _____	Object #: _____	Amount: _____
Project #: _____	Object #: _____	Amount: _____
		Date: <u>2/7/05</u>

*Use Annual Fund deposit slip for any gifts/donations – Process through CSU, Chico Cashiering Office

List Invoice # if available; otherwise list Purpose of Funds	Name	Amount
<u>Conference registration fees</u>	<u>Lula 222</u>	<u>100 00</u>
	<u>Peg BBBB</u>	<u>100 00</u>
	<u>ABC School</u>	<u>300 00</u>
	Checks	<u>300 00</u>
	Cash	<u>200 00</u>
	Coin	
	TOTAL DEPOSIT	<u>500 00</u>

<u>ABC Conference</u>	<u>5555</u>	<u>000</u>	
Project Name	Phone #	Zip	


Signature of Project Director
Rev. 5/04

Signature of Dean if required

