Texas A&M University-Commerce
DEPARTMENTAL DEPOSIT
WORKSHEET

DATE: _____

DEPARTMENT _____

Person Preparing Deposit _____ Phone _____

ACCOUNT NUMBERS

_____	_____	_____	$	_____
(6 digits)	*(5 digits)*	*(4 digit rev code)*		*(amount)*
_____	_____	_____	$	_____
(6 digits)	*(5 digits)*	*(4 digit rev code)*		*(amount)*
_____	_____	_____	$	_____
(6 digits)	*(5 digits)*	*(4 digit rev code)*		*(amount)*

X Box if reduction of expenditure

Cash	$_____
Checks, money orders	$_____
Credit cards	$_____
Cash returned (if any)	$_____
DEPOSIT TOTAL	$_____

Deposit Information (receipt numbers, cash short/over, etc)

_____

_____

_____

_____

_____

_____

_____

_____

_____

VERIFIED BY FISCAL OFFICE

Cashier initials _____

Cash receipt number _____

Date _____

This standardized departmental deposit worksheet is required with all deposits. Please attach any additional supporting information to be retained for audit purposes.