

**PLEASE NOTE: If your deposit form is incomplete or the information is incorrect,  
you will be notified by EKU email that a correction is needed.**

EKU Deposit Record


Office of Student Accounting Services, Whitlock 210

Hours for Deposit Drop Off 8:00-3:45 M-F

Questions: [Ursula.felicicchia@eku.edu](mailto:Ursula.felicicchia@eku.edu) [mybill@eku.edu](mailto:mybill@eku.edu)

<b>Necessary Information for Your Deposit You Need to Provide:</b>	
Student Organizations:	Org#, Contact <b>Student Life</b> for this information
Departmental Deposits:	Fund, Org and Account #s, Contact your <b>Budget Specialist</b> if you are unsure
Reimbursements:	Fund, Org and Account #s, you are repaying to, Contact your <b>Budget Specialist</b> for info

<b>Required from Depositor:</b>	
Organization/Department Name	Date
Preparer's Name	Phone
Email Receipt to <b>(EKU EMAIL ONLY)</b>	

<b>SAS: Received Date</b>	<b>If errors, date notified sender</b>	<b>Receipt #</b>
<b>Short-Code</b> (If you have a short-code please use this instead of the F - O - A - P numbers)		(USE only for one check going to multiple accounts)
	<b>FUND</b>	<b>ORG</b>
	<b>ACCOUNT</b>	<b>PRO</b>
	Activity Code (optional)	
		<b>AMOUNT</b>
		\$
		\$
		\$
		<b>CHECK TOTAL</b>
		\$

<b>CASH DEPOSIT DESCRIPTION</b>	<b>Total</b>
	\$
	\$
	\$
	\$
	<b>CASH TOTAL</b>
	\$

<b>Number of CHECKS</b>	<b>Deposit Description</b>	<b>TOTAL</b>
		\$
<b>OR CHECKS that need to be listed individually in the deposit**</b>		
		\$
		\$
		\$
		\$
		\$
		\$
		<b>CHECK TOTAL</b>
		\$

<b>CASH &amp; CHECK GRAND TOTAL</b>	<b>\$</b>
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\*\*If you consistently need multiple checks listed separately, please contact [Ursula.felicicchia@eku.edu](mailto:Ursula.felicicchia@eku.edu) for options.