

**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: Elizabeth.Almanza@eku.edu mybill@eku.edu

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

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

SAS: Received Date	If errors, date notified sender	Receipt #
Short-Code (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)
	FUND	ORG
	ACCOUNT	PRO
	Activity Code (optional)	
	AMOUNT	
		\$
		\$
		\$
	CHECK TOTAL	\$

CASH DEPOSIT DESCRIPTION	Total
	\$
	\$
	\$
	\$
	CASH TOTAL
	\$

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

CASH & CHECK GRAND TOTAL	\$
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**If you consistently need multiple checks listed separately, please contact Elizabeth.Almanza@eku.edu for

options. [This form can be found at http://studentaccounting.eku.edu](http://studentaccounting.eku.edu) under [Deposit Form](#).