

Pittsburg State University
Departmental Deposit Form

Dept. ID Number: _____ Dept. Name: _____ DATE: _____

	Fund	Cost Ctr	Account	Dept CC	Dept Acct	IC	FU 1	FU 2
1.								
	Description: _____						Amount: _____	
2.								
	Description: _____						Amount: _____	
3.								
	Description: _____						Amount: _____	
4.								
	Description: _____						Amount: _____	
5.								
	Description: _____						Amount: _____	
6.								
	Description: _____						Amount: _____	
7.								
	Description: _____						Amount: _____	

Change Fund Reconciliation:	
Checks	_____
Credit Cards	_____
Currency:	
50/100	_____
20.00	_____
10.00	_____
5.00	_____
1.00	_____
Currency Total:	_____
Coin:	
0.50	_____
0.25	_____
0.10	_____
0.05	_____
0.01	_____
Coin Total:	_____
Total Collections:	_____
(Less) Deposit:	_____
Ending Change Fund Total:	_____
Total Authorized:	_____
Long/Short	_____

TOTAL DEPOSIT: _____

To Cashiers: _____

Checks _____

Credit Card _____

Currency:

 50/100 _____

 20.00 _____

 10.00 _____

 5.00 _____

 1.00 _____

Currency Total: _____

Coin:

 0.50 _____

 0.25 _____

 0.10 _____

 0.05 _____

 0.01 _____

Coin Total: _____

TOTAL COLLECTIONS: _____

Difference: _____

Prepared By: _____

Date: _____ Extension: _____

Reviewed By: _____

Date: _____ Extension: _____