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| **The University of Akron**  Student Accounts/Bursar | **Departmental Deposit Form** |

Complete the sections below – contact information, deposit accounts, and deposit tender. Deposits should be hand-carried to the Student Accounts/Bursar Office (Simmons 106) or if a regular transaction, arrange for UAPD pick-up. Deposits will be processed in the order they are received.

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| **Contact Name:** |  | **Email Address:** |  |
| **Contact Phone:** |  | **Date:** |  |
| **Department:** |  | **Zip +4:** |  |

|  | | |  |  | Deposit Account(s) & Description |  |
| --- | --- | --- | --- | --- | --- | --- |
| Driv Wtag | **Account** | **Spend Cat** | **Rev Cat** | **Fund** | **Description** | **Amount** |
|  |  |  |  |  |  |  |
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|  | | |  |  | *Provide the appropriate account number to deposit your funds to. Use additional sheets as necessary.* |  |

| Deposit Tender | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Currency -Bills | **Amount** | | |  | | Currency - **Coin** | **Amount** |
| 100’s |  | | |  | | Dollars |  |
| 50’s |  | | |  | | Halves |  |
| 20’s |  | | |  | | Quarters |  |
| 10’s |  | | |  | | Dimes |  |
| 5’s |  | | |  | | Nickels |  |
| 1’s |  | | |  | | Pennies |  |
| Other |  | | |  | | Other |  |
|  |  | |  | | | Total Currency |  |
|  |  | |  | | |  |  |
| Checks | No. of: |  | | | Total Checks | |  |
| Credit Card | No. of: |  | | | Total Credit Card | |  |
|  |  | |  | | |  |  |
| Deposit Tender TOTAL | | | | | | |  |
| *List the amounts of each type of tender you have for the deposit and the total for each type. List the combined totals of the tender in Deposit Tender TOTAL. This amount must match the Deposit Account TOTAL above.* | | | | | | | |