### Departmental Deposit Information Sheet

**BANK DEPOSIT DATE**: / [1] /

<table>
<thead>
<tr>
<th>DEPOSITOR NAME</th>
<th>[2]</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>[3]</td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td>[4]</td>
</tr>
<tr>
<td>TTUHSC ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

**AMOUNT DEPOSITED**

| CASH | [5] |
| CHECKS | $ |
| DEP SLIPS / WIRE TFRS |   |
| MASTERCARD / VISA |   |
| DISCOVER |   |
| AMEX / OTHER |   |

**TOTAL**: $

**LINE CODING INFORMATION**

| FUND | [6] |
| ORGN | [7] |
| ACCOUNT | [8] |
| PRGM : | [9] |

**Line 01 Coding Information**

- **This deposit is for**: Student: [a] ☐ Grant*: [b] ☐ Contract*: [c] ☐ Expense Reimbursement: [d] ☐ Other: [e] ☐

- **Original Expense Doc ID**: [d]

- **Description**: [10]

- **Amount**: $

  * Grant or Contract Number MUST BE NOTED for deposits of invoiced amounts

- [Please check box for reimb / refund on p-card trans]

**Line 02 Coding Information**

- **This deposit is for**: Student: [a] ☐ Grant*: [b] ☐ Contract*: [c] ☐ Expense Reimbursement: [d] ☐ Other: [e] ☐

- **Original Expense Doc ID**: [d]

- **Description**: [10]

- **Amount**: $

  * Grant or Contract Number MUST BE NOTED for deposits of invoiced amounts

- [Please check box for reimb / refund on p-card trans]

**Line 03 Coding Information**

- **This deposit is for**: Student: [a] ☐ Grant*: [b] ☐ Contract*: [c] ☐ Expense Reimbursement: [d] ☐ Other: [e] ☐

- **Original Expense Doc ID**: [d]

- **Description**: [10]

- **Amount**: $

  * Grant or Contract Number MUST BE NOTED for deposits of invoiced amounts

- [Please check box for reimb / refund on p-card trans]

**Line 04 Coding Information**

- **This deposit is for**: Student: [a] ☐ Grant*: [b] ☐ Contract*: [c] ☐ Expense Reimbursement: [d] ☐ Other: [e] ☐

- **Original Expense Doc ID**: [d]

- **Description**: [10]

- **Amount**: $

  * Grant or Contract Number MUST BE NOTED for deposits of invoiced amounts

- [Please check box for reimb / refund on p-card trans]

**Line 05 Coding Information**

- **This deposit is for**: Student: [a] ☐ Grant*: [b] ☐ Contract*: [c] ☐ Expense Reimbursement: [d] ☐ Other: [e] ☐

- **Original Expense Doc ID**: [d]

- **Description**: [10]

- **Amount**: $

  * Grant or Contract Number MUST BE NOTED for deposits of invoiced amounts

- [Please check box for reimb / refund on p-card trans]

**Page 1 Total**: $

**Deposit Grand Total**: $

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*Form Updated August 2008*