TEXAS A&M AgriLIFE
Teaching • Research • Extension • Service

Defined by Fiscal Office – no dept entry

Fiscal Reference C
Receipt Number (Ref 2)

Dept Reference _____
(Ref 4)

Defined by dept – up to 7 characters in length
or
Preprinted deposit slip number for lock box units

Deposit Form

Beginning and ending dates of receipts included in deposit

Receipt dates _____ **to** _____

Enclosed are monies consisting of:

For Deposit With: Department making deposit must select one agency

☐ **Research-06** ☐ **Extension-07**
☐ **TVMDL-20**

Department or Unit making _____

Dept /Unit Name

Checks	$
Cash	$
Other	$
TOTAL	**$**

Total of Checks
Total of Cash
Total of other instruments Ex: credit cards, ACH deposits
Total amount being deposited

Accounting Analysis	Amount	Description

6 digit SL plus 5 digit SA plus 4 digit revenue code

Total being deposited for each accounting analysis

Description to be input to FAMIS; any information (up to 35 characters) in this area will be input to FAMIS; otherwise, the department/unit code will be used.

Receipt Number	Payor/Item	Quantity	Unit Price	Amount
			TOTAL	

Individual receipts & information making up deposit

Quantity & Unit price are optional

May choose to list range of receipts and not itemize each payee.

Voided receipts must be listed separately

Total being of all receipts in the deposit

Must match total monies being deposited above

Duplicate cash receipts covering the above monies are attached and are listed herewith in numerical order.

Departmental Approval

Signed by departmental person completing deposit

Signed _____

Date deposit was completed in department

Date _____

Desktop Deposit Filename
or
Deposit Slip Number _____

Filename assigned in CEO for Desktop Deposit
Or
Pre-printed deposit slip number

Fiscal Approval

Signed & dated when verified by Fiscal Office

Signed _____

Date _____

LaserFiche Document _____

Filename assigned to scanned document in LaserFiche