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

Hours for Deposit Drop Off 8:00-3:45 M-F

Office of Student Accounting Services, Whitlock 210

Questions: Jackie.Shouse@eku.edu OR SAS.processing@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 $	$ 0.00

CASH DEPOSIT DESCRIPTION	**Total**	
	$	
	$	
	$	
	$	
	CASH TOTAL $	$ 0.00

Number of CHECKS	**Deposit Description**	**TOTAL**	
		$	
OR CHECKS that need to be listed individually in the deposit**			
		$	
		$	
		$	
		$	
		$	
		$	
		CHECK TOTAL $	$ 0.00
		CASH & CHECK GRAND TOTAL $	$ 0.00

**If you consistently need multiple checks listed separately, please contact Ursula.felicicchia@eku.edu for options.

This form can be found at http://studentaccounting.eku.edu under Deposit Form.