

SECTION 1

Date: _____

Deposited by: _____

Account Name: _____

Contact Name/Ext.: _____

*NOTE: Account number & object code must be written in the upper right hand corner of all checks and charges. Attach adding machine tape for all checks and charges.
Coin must be wrapped if there is enough to fill a roll.*

SECTION 2

COMPLETE FOR DEPOSITS OF CONTRIBUTIONS AND GIFTS

For tax reporting purposes, contributions and gifts must be classified by the type of donor.

List the contribution/gift deposit by account number & object code (list the total for each account number - object code, not by individual donor):

Account Number	Object Code	Description	Amount
	-6503	Gifts - Corporations and Business Concerns	\$
	-6504	Gifts - Alumni Support	\$
	-6505	Gifts - Non-Company Foundations	\$
	-6506	Gifts - Non-Alumni External Groups	\$
	-6507	Gifts - Miscellaneous	\$
	-6510	Gifts - Faculty/Staff Support	\$
	-6512	Gifts - Other Individuals	\$
	-		\$

Total Contributions/Gifts \$

SECTION 3

COMPLETE FOR DEPOSITS OF NON-CONTRIBUTIONS/NON-GIFTS

Specify the source of the funds such as ticket sales, membership fees, etc.:

List non-contribution/non-gift deposit by account number & object code (list the total for each account number - object code):

Account Number	Object Code	Description	Amount
	-6901	Program Income	\$
	-		\$
	-		\$
	-		\$

Total Non-Contributions/Non-Gifts \$

SECTION 4

DEPOSIT RECONCILIATION - COMPLETE FOR ALL DEPOSITS

Coin	\$
Currency	\$
Checks (attach adding machine tape)	\$
Visa/MC (attach adding machine tape)	\$
Total Deposit	\$ <u> </u>