DEPARTMENTAL DEPOSIT FORM

DEPARTMENT: Washington College of Law: DATE:

ACCOUNT NUMBER

FUND	UNIT	OBJECT	PROJECT

NAME OF MAKER OR REMITTER (LIST EACH ITEM INDIVIDUALLY)	EXPLANATION	CASH	CHECK	TOTAL AMOUNT

PREPARED BY: TOTAL CASH:

APPROVAL: TOTAL CHECKS:

RECEIVED FROM: TOTAL AMOUNT:

TO BE COMPLETED BY CASHIER'S OFFICE:

DATE RECEIVED: DEPARTMENTAL DEPOSIT RECEIPT NUMBER:

Cash Deposits must be submitted to American University Washington College of Law's Office of Finance and Administration located in Suite 370. The department making the deposit must use a Departmental Deposit form, sign and date the document. Please include the corresponding datatel account numbers. The Office of Finance and Administration will confirm the amount deposited and a receipt of that deposit will be maintained on file in Suite 370. Cash deposits are strongly discouraged, American University prefers checks, money orders and credit card transactions.