



Boston University College of Arts & Sciences

Cash/Check Deposit Form (internal to CAS only)

Is this deposit related to a gift or donation to the University? \_\_\_\_\_

If yes, please contact Development and Alumni Relations at 3-5261
If no, please continue to complete this form.

Document Number
(Optional: For Department Use)

Empty box for Document Number

Description of Deposit:

Horizontal separator line

Cash Total: \_\_\_\_\_ Check Total: \_\_\_\_\_ Total Deposit: \_\_\_\_\_

Cost Center or I/O number: \_\_\_\_\_ \*G/L: \_\_\_\_\_

\*G/L account on form will default to G/L account number 537100 "Other Cost Recovery". Only change this field if the deposit is related to external income.

Horizontal separator line

Prepared By: \_\_\_\_\_ Department/Center: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Ext. \_\_\_\_\_

Notes and Information:

- All checks should be made out to "Trustees of Boston University"
If depositing cash, please ask for a receipt from the front desk at the CAS Business Office
For inquiries regarding Credit Card deposits, contact the Cashier's office at cashier@bu.edu
Questions about this form? Contact CAS Business Office Front Desk at 3-2411

Cash Deposit

Received By: \_\_\_\_\_ Reviewed By: \_\_\_\_\_
(CAS Business Office Use Only)

Empty box for Received By signature

Empty box for Reviewed By signature