

COLUMBUS STATE

COMMUNITY COLLEGE

Department Deposit Form

All deposits must be made within 48 business hours of receiving Negotiable items

Department

Contact Name

Cougar ID

Today's Date

Date of Deposit

Date of Event

Building

Room

Extension

Account Number

Project ID

Non-AR Code (if applicable)

Checks

Name	ID Number	Amount

Credit Cards (do not record card numbers)

Name	ID Number	Amount

Cash

Name	ID Number	Amount

Total Checks

Total Credit Cards

Total Cash

Deposit Total

Cashier Use Only

Deposit Received

Date

Initials

Credit Cards Processed

Deposit Processed

Date

Initials

Credit Cards Declined

Please hand deliver the completed form with the deposit to Accounting Services, Cashier's and Student Accounting.

Revised 04/2016