COLUMBUS STATE
COMMUNITY COLLEGE

Department Deposit Form

Deposits less than $1,000 must be made within 3 business days.
Deposits more than $1,000 must be made within 1 business day.

Department | Contact Name (*Required*) | Cougar ID

Today's Date | Date of Deposit | Date of Event | Building | Room | Extension

Cost Center | Revenue Category

Worktag Name | Additional Worktags

Checks

Name	ID Number	Amount

Cash

Name	ID Number	Amount

$ 0.00 Total Checks

$ 0.00 Total Cash

$ 0.00 **Deposit Total**

Cashier Use Only

Deposit Received _____ (Date) _____ (Initials)

Deposit Processed _____ (Date) _____ (Initials)

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

Revised
9/2025