Cashier's Office
Departmental Deposit Form

Complete this form and submit with your deposit to the Cashier's Office located on the second floor of Page Robinson Hall, 69 Brown Street, Campus Box 1911.
Contact 863-2151 or cashier@brown.edu with questions.

Review University Cash and Check Handling Policy online at the Cashier Office website.

Date:	
Department Name:	
Submitted By:	
Contact Phone:	
Contact Email:	

(note: All receipts will be sent via email)

Departmental Deposit Form Instructions:
Limited spend categories should be used for deposits. When depositing to a spend, please provide an explanation in the box provided.
Departments can find a list of sales items on the Controller's Office website at https://www.brown.edu/about/administration/controller/general-accounting.
Deposits to accounts using "GFT" Driver worktags are not allowed. All University gift deposits should be made using the Gift Deposit Form.
Deposits to Ledger Account 68000 are never allowed.

Customer Code (if applicable):		Explanation for use of spend for deposit (as applicable):	

Please complete the information below. Be sure to include a Driver, Sales/Spend and Optional (if applicable) for proper data entry.

Description (up to 50 characters)	**Driver**	**Sales/Spend**	**Optional 1**	**Optional 2**	**Optional 3**	**Amount**
					Deposit Total:	$ 0.00