

LOUISIANA TECH UNIVERSITY

DEPARTMENTAL DEPOSIT FORM

Required					Optional	Optional	
PROGRAM/GIFT GRANT/PROJECT		COST CENTER	REVENUE CATEGORY/ LEDGER ACCOUNT	DESCRIPTION	WORKTAG	WORKTAG	AMOUNT
	or						

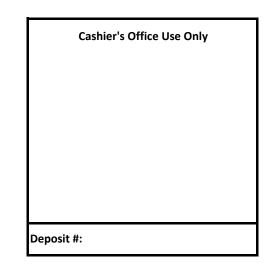
CREDIT CARDS:	
CHECKS:	
CASH:	
less change:	
NET DEPOSIT:	

DEPARTMENT:		

CONTACT:

DATE:

PHONE NUMBER:



Instructions:

- 1. Complete required fields and any necessary optional fields, including amount, for each line.
- 2. Print three copies of completed deposit form. Bring all three form copies, all currency, checks, and credit card batches/receipts, and any supporting documentation to Cashier's Office for further processing.
- 3. After deposit is processed by Cashier's Office, retain stamped copy of deposit form and supporting documentation for your records.

Please contact Comptroller's Office at (318)257-4325 with any questions concerning departmental deposits.

TOTAL