

DIVISION OF FINANCIAL SERVICES — OFFICE OF THE BURSAR

3500 JOHN A. MERRITT BOULEVARD, NASHVILLE, TN 37209-1561

DATE:

CASHIER DEPOSIT FORM

RECEIVED FRO	DM:					
DEPARTMENT	:					
FOR:						
FUND	ORG	ACCT	PROG	AMOUNT	DESCRIPTION	RECEIPT#
					(20-character limit)	
	Currency/Coin \$				REMARKS:	
Checks/Wires \$						
Total Deposit \$						
DEPARTM	ENTS MUST MAKE [DEPOSITS AT THE BURSAR	s's office by the f	OLLOWING BUSINESS	DAY AFTER RECEIVING THE FUNDS.	
Deposit	Guidelines:					
Deposits should be made daily, Should recently and and accompanied by an adding machine to a						
2) Checks must be properly endorsed and accompanied by an adding machine tape.3) Endorsement stamps and machine tapes must identify the department making the deposit.						
		s must be wrapped.		.5 mast racinity th	ac acparament making the acposit.	
5) Paper cash must be facing in the same direction, stacked in descending order with the largest						bill(s) on top,
		ensuring the bundle	-		-	
Processed by: Dep			Deposi	sited by:		

Date: _____

Date: _____