



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

DATE: _____

CASHIER DEPOSIT FORM

RECEIVED FROM:
DEPARTMENT:
FOR:

[illegible]

DEPARTMENTS MUST MAKE DEPOSITS AT THE BURSAR'S OFFICE BY THE FOLLOWING BUSINESS DAY AFTER RECEIVING THE FUNDS.

Deposit Guidelines:

- 1) Deposits should be made daily,
- 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.
- 4) Coins must be wrapped.
- 5) Paper cash must be facing in the same direction, stacked in descending order with the largest bill(s) on top, and ensuring the bundle is bound by a rubber band.

Processed by: _____

Deposited by: _____

Date: _____

Date: _____