

Business Office Deposit Form

Organization, Departmental or Program



MIDWESTERN
STATE UNIVERSITY

Please fill in ALL the information in the below blanks.

Date	Organization, Department or Program	Contact Person	Extension

Please write your fund/organization/account/program codes on every check brought to the Business Office for deposit.

Fund Code	
Organizational Code	
Account Code*	
Program Code	
Index Code	

*Do not leave the **Account Code** blank.

Write a brief description of the deposit: (ticket sales, donations, camps, T-shirts sales, reimbursement)

Total Cash	
Total Checks	
Total Credit Cards*	
Sales Tax owed to State**	
Total Deposit	

* Please make a separate deposit for each days credit card settlement. Do not combine several days credit card settlements into one deposit.

** Sales tax will be owed to the State when items are sold to students or to the general public (profit is not a factor) or when students are asked to reimburse the university for items paid for by the university and the end consumer is the student.