

Deposit Slip – University of Wisconsin Oshkosh

Areas which are required for this form are:

Name of Department

University of Wisconsin Oshkosh Department name in which transaction took place.

Dept. Number

This is the 10 digit Department account number in which the money will be deposited into.

Account #

This is the 4 digit Account Source Code(Formerly Object/Subobject)
If you are unable to determine the appropriate account # please give a brief description for this transaction. (example: Office Supplies, Postage, Merchandise Sales)

Deposit in form of:

Record the breakdown of deposit amounts by coin, currency, checks or credit card. The total of this column will equal the sum of “Net Deposit” and “Cash Over/Short”

Net Deposit

Total Deposit amount with any adjustment for overage or shortage

Cash Over/Short (when applicable)

Amount of an overage or shortage

Cash Codes

This code is the equivalent of your 10 digit department account number. This code is pre-assigned to you by the Cashiers office. If you have not been assigned a code for your account please contact the Cashiers office at 424-1111.

Prepared by:

Include your name as the preparer

Phone #

Include your work phone number, if any questions need to be answered about the deposit.

Date

Date when deposit was made

Areas that can be filled out for your records (optional)

Source of Revenue

Include the name of the business, student or organization you received the income from.

Receipts #

If you give out receipts from a receipt book you may want to include the receipt numbers.

Cash Register Trans # and/or Date

If you are running your cash sales through a register you may want to include the transaction number and/or the date of the deposit

Gross Receipts

Record amounts as to whether they are taxable or tax exempt.