

# Provost Business Shared Services

## Deposit / Credit Form

Department Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Account # \_\_\_\_\_ Object Code: \_\_\_\_\_

Gift \_\_\_\_\_

Non-Gift \_\_\_\_\_

Reduction of Expense \_\_\_\_\_ (Attach copy of expense to be credited)

**Deposit/Credit Information:**

(Please list Internal Requisitions on separate Deposit/Credit Form.)

<u>Document #:</u> (Cash, Check, Internal Requisition)	<u>Description:</u>	<u>Amount:</u>	<u>Notes:</u>
<b>Total Deposit Amount</b>		<b>\$ -</b>	

Submitted by: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_