



## Cash Deposit Form

Deliver all cash deposits to the University Cashier, located on the first floor of the Student Services Building.

Form Prepared by: _____
Phone: _____
Department: _____
Campus Address: _____

<b>Please deposit currency totaling \$ _____ into the following:</b>
FAU Foundation Fund # _____
Smart Tag: Tag003075
Account Code: 20130 Revenue Cat: RV0130
Deposit # _____
BAG# _____

**\*\*\*\*\* Cashier's Office Instructions: (to deposit cash)**

- Fill Out the Bank Cash Bag, FAUF Green Deposit Form, FAUF Gold Cash Deposit Form and Bank Deposit Ticket (Obtain in Foundation Office Bldg.10, Rm#295)
- Make a copy of the Gold Cash Deposit form and White Deposit Ticket.
- Put Cash in Cash Bag along with completed Bank Deposit Slip (both White and Yellow carbon copy) and seal.
- Paper Clip the Gold Cash Deposit Form to the Outside of the Cash Bag
- Please leave the completed Green Deposit Form, along with the copy of the completed Bank Deposit Slip and Gold Cash Deposit Form at the Foundation Office, Bldg. 10, Room #295.
- Drop off the Cash Bag at Cashiers Office in the Student Union Building 1<sup>st</sup> Floor in the Drop Box

If you have any questions, please ask before making your cash deposit.