

ROSE-HULMAN INSTITUTE OF TECHNOLOGY DEPOSIT OF FUNDS

Name _____ Date _____
(Individual requesting deposit)

Department/Organization _____

Account Number _____ Cash \$ _____

_____ Check \$ _____

Fund Org Acct # Prgm Actv Credit \$ _____

Description (Required) (i.e., t-shirt sales, membership dues)

Account Number _____ Cash \$ _____

_____ Check \$ _____

Fund Org Acct # Prgm Actv Credit \$ _____

Description (Required) (i.e., t-shirt sales, membership dues)

Account Number _____ Cash \$ _____

_____ Check \$ _____

Fund Org Acct # Prgm Actv Credit \$ _____

Description (Required) (i.e., t-shirt sales, membership dues)

Forward receipt to CM _____ **TOTAL DEPOSIT \$** _____

Tips on completing form

The description above will appear within your budget in Banner (field limit is 30 characters.)

If the deposit is from sale of merchandise please note that sales tax will be 7%

If a deposit is made by an individual other than yourself, please be sure to enter your CM number on the line at the bottom of the form so that a receipt can be returned.

Please direct any questions regarding deposits to Michelle Kirkpatrick at ext 8972

Common Revenue Accounts

- 4360 - Merchandise Sales
- 4361 - Sponsorship Revenue
- 4362 - Advertising Revenue
- 4365 - Vending/Laundry Receipts

- 4366 - Concession Receipts
- 4854 - Ticket Revenue
- 4895 - Miscellaneous Receipts