

One Washington Square, San José 95192-0138

Date:	
Customer Code (Extended Zip) *	
Department Name:	
Memo:	

Department Contact Information:

(Must have both signatures)

Prepared By *(Name):		Contact Phone:	
Verified By *(Supervisor/Manager):			

FUND	G.L. ACCOUNT #	PROG.	PROJECT	DEPT ID*	CLASS	\$ AMOUNT

* Mandatory Fields

Currency		Coins	
\$1.00 =		\$0.01 =	
\$5.00 =		\$0.05 =	
\$10.00 =		\$0.10 =	
\$20.00 =		\$0.25 =	
\$50.00 =		\$0.50 =	
\$100.00 =		\$1.00 =	
Total Currency =		Total Coins =	

Total CASH (Coins and Currencies) = \$	
# of CHECKS =	
Total CHECKS = \$	

Note: You must include a calculator tape of your checks, and tape showing the total of cash and checks match your summary.

TOTAL DEPOSIT = \$	
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Received By:		Receipt #:		Date:	
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Please make the copies of all the necessary papers and checks for your department records.