



**UHD Departmental Deposit Form**

**Submit for processing to UHD Student Financials-Cashier's Office, One Main Building, Suite 310S. To request Police escort, please contact UHD Police Department at 713-221-8065.**

Cash handling departments shall follow the University's standard cash procedures outlined in the Cash Handling Policy PS 05.A.18 and shall be subject to periodic review for standards of accountability and compliance with University policies.

Departments may not retain cash overnight. If cash collection is done off-campus, the department manager must ensure all cash is placed in a bank bag and dropped in the night depository at the Cashier's Office. Cash receipts and/or check logs (*if applicable*) and completed **Departmental Deposit Form** must accompany the deposit.

**Department:** \_\_\_\_\_

**Funds Collected:**

\_\_\_\_\_ **Cash**      \_\_\_\_\_ **Check**      \_\_\_\_\_ **Deposit Total**

**Deposit Chart Fields:**

**Reference Field:** (*max 30 characters*)

<b>GL Business Unit</b>	00784
<b>Ledger</b>	ACTUALS

<b>Fund Code</b>	
<b>Department</b>	D
<b>Program Code</b>	
<b>Project</b>	NA
<b>Account (NOT Speed Type)</b>	
<b>Budget Reference</b>	BP20

**Depositor Print Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Cost Center Manager Print Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Signature:** \_\_\_\_\_