

## Deposit Slip

Date: \_\_\_\_\_

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

Reason for deposit: \_\_\_\_\_

Deposit Breakdown				
Fund	Organization	Account	Program	Amount
			<b>Total Deposit \$</b>	
Tender Breakdown				Amount
<b>Cash</b>				\$
<b>Checks</b>				\$
<b>MasterCard</b>				\$
<b>Visa</b>				\$
<b>Discover</b>				\$
				<b>Total Deposit \$</b>

Send receipt to: \_\_\_\_\_ Department: \_\_\_\_\_

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

Reviewed by (required): \_\_\_\_\_ Extension: \_\_\_\_\_

**Please fill out this form completely. Please Note: Deposit Breakdown must equal Tender Breakdown**  
Secondary review to be completed by someone otherwise not handling receipts. Secondary reviewer should compare the deposit slip to a log of receipts or sales receipts for the day to ensure that all funds were included in the deposit.