



SALVE REGINA UNIVERSITY  
BUSINESS OFFICE  
**Deposit Slip**

*(Note: Not for donations or gifts which must be delivered to the Office of Advancement (Ochre Ct. Rm 316))*

Department Requesting Deposit: \_\_\_\_\_

Individual Requesting Deposit: \_\_\_\_\_

Please provide a brief description of what the deposit pertains to (i.e.: event, concert, fundraising for trip, p-card reimbursement, etc.):

**Total Amount to Deposit:** \_\_\_\_\_

Breakdown of Deposit:

*Please note that all cash deposits are posted on Fridays, but should reflect on the budget(s) within 2 business days after bringing to the Business Office.*

Amount in Checks: \_\_\_\_\_

Amount in Cash: \_\_\_\_\_

**Please provide below the budget numbers and amounts which should be allocated to each budget: (REQUIRED)**

Budget Number(s)	Amount
Total amount:	

Do any additional staff/faculty members need to be notified this deposit has been received? If so, please provide the name(s) and contact information of the individual(s) who should be notified: \_\_\_\_\_

Signature of Director/Supervisor/Manager: \_\_\_\_\_

***Please attach this completed document with your deposit and bring, email, or inter-office it to the Business Office for processing. Any amounts which are not accompanied by this document will not be deposited until a completed document is received.***