For deposits to a single Bank, on a single Bank Date, and a single Payment Type. Complete a separate form for credit card deposits. Credit card deposits cannot be commingled with cash and check entries.

**Bank Date**
Date funds are recorded by the bank. If not known, estimate.

**Header Memo (RC Bursar use: Batch Number)**

**Bank Account:** One must be selected
- [ ] UR Concentration/JPM
- [ ] Foreign currency check deposits (HSBC)
- [ ] Other: ______________________________

**Payment Type (Select only one Payment Type per form)**
- [ ] Cash and Check
- [ ] ACH
- [ ] Wire
- [ ] Returned Check
- [ ] Credit Card

Location #
Reference
Reference
Check #
Merchant ID

**Line Memo**

**DISTRIBUTION:** Not needed for UR Financials Customer Invoice Deposits.

**If completing this section, all fields must be completed.**
Provide the Ledger Account in the Spend/Revenue Category field if no Revenue or Spend Category.

<table>
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<tr>
<th>Spend/Revenue Category</th>
<th>FAO</th>
<th>(+) Deposit</th>
<th>(-) Withdrawal</th>
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$ - $  
**Net Deposit Amt:** $ - $

**Department**

**Intramural Address**

**Requestor (print)**
**Requestor Title**
**Phone**
**Date**

Deliver this form to RC Bursar or email to: Cash_Mgmt@ur.rochester.edu

Bursar/Cash Mgmt use:  Accepted By __________________________    Entered By ____________________