



UNIVERSITY of ROCHESTER

Banking Entry

To be processed by RC Bursar and General Accounting

To be used for deposits or direct debit to a single Bank, on a single Bank Date, and a single Payment Type. Credit card deposits cannot be comingled with cash and check entries. Please complete a separate form for credit card deposits.

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 Check or Cash Location #
- ACH ACH Reference
- Wire Wire Reference
- Returned Check Check #
- Credit Card Credit Card 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.

Spend/Revenue Category	FAO	(+) Deposit	(-) Withdrawal
		Net Deposit Amt:	

Department **Intramural Address**

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

Deliver this form to RC Bursar (Box 270037) or email to GeneralAccounting@ur.rochester.edu

Bursar use only: Accepted By Entered By