

## Department Deposit Form (PDF) Instructions

Updated 3/19/2015

Cash-handling units can use this form to prepare a department deposit for processing at their campus USFSCO Cashier Operations office. Contact your campus [Cashier Operations](#) office with questions or to discuss your unit's options.

**Please Note:** The Department Deposit Form contains interactive fields and is best viewed using Internet Explorer (IE), or downloaded for offline use with Adobe Reader/Acrobat. MAC users should install Adobe Reader for Macintosh, and then download the form.

### Section 1: Department and Preparer Information

**Date:** Enter Date or use the drop-down calendar.

**Form Reference:** Automatically generated when the form is submitted. Uses the date, time, and first characters of your e-mail address. Unless otherwise directed, it is referred to on your receipt.

**Date Money Received:** Enter the date money being deposited was collected/received (used by UAFR).

**Goods/Services or Event Occurred in FY:** Enter the two digit FY designated of when goods/services were rendered or sold (used by UAFR).

**Email:** Enter your e-mail address in full, such as "jdoe1@illinois.edu."

**Campus:** Select the radio button identifying your campus.

### Section 2: Descriptions/Details

**Description:** Enter a brief description of the item(s) or reason for the deposit.

**Quantity:** Enter the number of items or instances for each description listed.

**Unit Price:** Enter the amount of each item

**Amount:** Automatically multiplies "Quantity" by "Unit Price." Entry is not allowed.

### Section 3: Cash Denominations/Check Totals

**Paper Currency and Coins** - Enter the number of each denomination of paper or coin that you have. The "Calculated Sum" automatically calculates.

**Checks** – You can enter individual check details, such as payer name, check number, etc. and the individual amount, or combine into one check total for all checks received. You are strongly encouraged to include as much detail as possible on these forms for your future reference. However, there are no system-imposed edits on the information you enter. The "Quantity" total of checks listed should match the number of checks that you are including in the deposit. Attach a calculator/adding machine tape of check totals when you submit them for processing. **All checks should be properly endorsed at the time of receipt.**

### Section 4: CFOPAL Information

Enter the CFOAPAL codes carefully before submitting the form. If there are problems with the codes provided, the Cashier Office will contact you to resolve the error, which will delay processing.

The totals from Sections 2, 3, and 4, must be equal and are automatically calculated based on the information entered on the form.

### Submitting the Form

You can either print and submit or submit electronically:

**Print** – Deliver the completed form, along with the cash and checks, using the methods established by your department.

**Submit** - Your default e-mail application will open with the "To" address line filled with the correct cashier operations email, "Cc" will have the preparer's name, "Subject" line will reflect the campus selected and the Form Reference number. The completed form will be attached as a PDF file type.

### Saving the Form for Future Use

Create a "master" template with your contact information and commonly used CFOAPs. After each use, either save the new completed form with a new file name or print a copy for your records. However, periodically check the OBFS Cash Handling website for updated versions (using the Last updated date on the bottom left of the form).