

Department Deposit Form (PDF) Instructions

Updated 6/2022

Cash-handling units can use this form to prepare a department deposit for processing at their campus University Bursar 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 functions best when 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 Form Completed: Enter Date or use the drop-down calendar.

Form Reference: A custom form reference number can be manually entered in the Form Reference field or, you can leave the field blank and when the form is submitted an automatically generated number (using the date, time, and first characters of your e-mail address) will be generated when the form is submitted. Unless otherwise directed, it is referred to on your receipt.

Date Funds Received by Unit: 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).

Phone Number: Enter your 10-digit phone number, such as "(nnn) nnn-nnnn."

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

Campus: Select the radio button identifying your campus.

Section 2: Description

Description: Enter a brief description which summarizes the purpose of the funds.

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 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. 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: CFOAPAL 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 3 and 4, must be equal and are automatically calculated based on the information entered on the form.

Certifying Statement

Verify all information entered is accurate before submitting. Once verified, select the radio button for "I certify that the information entered is accurate to the best of my knowledge."

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).