Request to Deposit Funds

Date:            /                /                                      Business Unit Information

( ) AR_FDN (Foundation AR Invoices)                                                 ( ) FDN-CK (Foundation Check Donations)
( ) AR_OTHER (Other AR)                                                  ( ) LIBRARY MEMBERSHIP
( ) AR_SALADV (Employee AR-Salary Advance)                                         ( ) LIBRARY FINES
( ) REVOLVING CLAIMS FUNDS                                                  ( ) MISC-ASI (Miscellaneous Payment CIASI)
( ) ELMCLEARING (ELM Clearing)                                                   ( ) MISC-CMP (Miscellaneous Payment CICMP)
( ) FDN-C (Foundation Cash Donations)                                         ( ) MISC-CSA (Miscellaneous Payment CICSA)
( ) EMarket:___________________________________________      ( ) MISC-UGC (Miscellaneous Payment CIUGC)
( ) Other:_______________________________

Name of Requestor: _____________________________________________________________

Payer Name: ____________________________________________________________________

Description of Payment: __________________________________________________________

Account String (If applicable):

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<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
<th>Class</th>
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Invoice Number(s) (if applicable):

________________________________________________________________________________

Tender Information:

Cash Total: ______________
Check Total: ______________                   Check Number(s): ______________
Total amount to be deposited: ______________

Receipt Information:

Email Receipt to: _____________________________________________________________

Signature: __________________________________________________________________