

Cash Deposit Form

Return with checks, cash and copies to:

Business Office, Arts & Sciences
225 Mergenthaler Hall
Phone: 410-516-4525
Attn: Girlie Reyes

Date:

Name:

Department:

Account #:

Name of Donor	Amount	Purpose (Gift or Reimbursement)	Check #

Sub Total:

Account #: _____

Name of Donor	Amount	Purpose (Gift or Reimbursement)	Check #

Sub Total: \$ _____

Account #: _____

Name of Donor	Amount	Purpose (Gift or Reimbursement)	Check #

Sub Total: \$ _____

Grand Total:

- ✓ Submit this form in duplicate for receipt.
- ✓ One copy of all checks and their back-up must be attached.
- ✓ Do not use staples.
- ✓ Attached detailed list if additional space is needed.