

UNIVERSITY OF WISCONSIN - RIVER FALLS
Electronic Payment and Bank DEPOSIT SLIP

This deposit slip is to be completely filled out, and reconciled, by the depositor before submitting to the Cashier's Office. Must list sales tax separately. Reference # is a voucher or cash transfer number that your account was originally charged.

PLEASE NOTE: You must make a deposit of all revenue, including credit card receipts, at least once a week or sooner if you have \$100.00 or more. Verify that the Total on this form matches your bank receipt or electronic payment batch total.

Description or Type of Sale	Fund (3 Digit #)	Program	Dept Code (6 Digit #)	Project (7 Digit #)	Account Code (4 Digit #)	Sub Class Code	Reference if Needed	Amount	Deposited in the form of (Use only one. Do not combine deposits):
									VISA/ MC _____
									Discover _____
									AmEx _____
									eCheck _____
									Bank _____
									*TOTAL
*TOTAL - (MUST EQUAL DEPOSITED)									

Department _____ Receipt Number _____ thru _____ Signature _____ Date _____

W# _____

CASHIER OFFICE USE ONLY

Cashier Receipt Number:	Signature:	Date:
-------------------------	------------	-------