

**Northern Kentucky University - Student Account Services
Agency/Department Revenue Deposit Form (Cash and Checks ONLY)**

Revenue Deposit Only			
Agency/Department Name:		Building and Room #:	Bag:
Person Depositing Funds		Phone Number:	Date:

Short Acct Assignment	Payment From	Description	Cash	Checks
Total				

The ONLY Departments using this form for deposits are those who currently batch and submit all credit card transactions directly to the bank. You need only report your cash and check transactions here.

Prepared By: _____ Date: _____ Approved By: _____ Date: _____

Student Account Services Use Only

Receipt Number	Currency	Coin	Checks

Received By: _____ Date: _____ Posted By: _____ Date: _____