University of Maryland

REPORT OF CASH COLLECTIONS AND DEPOSITS

Company Code: _____

Type of Deposit
(Check One Box Only)

- ☐ Cash
- ☐ Check(s)
- ☐ Coin(s)

Is this a gift? ☐ Yes ☐ No

If yes, forward to the Office of Gift Acceptance

Department Name: _____

Department Reference No: _____

Deposit Preparation Date: _____

Prepared By: _____

Telephone No: _____

Email: _____

COMPANY CODE	DRIVER WORKTAG	Spend/Revenue WORKTAG	LEDGER ACCOUNT	DESCRIPTION	AMOUNT
				TOTAL	

REMARKS:

- DO NOT MIX CASH AND CHECKS ON THIS FORM
- DO NOT USE THIS FORM FOR CREDIT CARD OR EFT TRANSACTIONS
- DO NOT MIX COMPANY CODES ON THIS FORM
- ELECTRONIC COPY OF THIS FORM MAY BE FOUND AT WWW.FINANCE.UMD.EDU