

REED COLLEGE BUSINESS OFFICE - DEPOSIT SENT TO CASHIER

From: _____; _____ DATE _____
(Name) (Department)

ID # _____ DETAIL CODE: _____ (4Letters)
(If required) (If you have one)

ORGN #: _____ - ACCOUNT# _____

AMOUNT: CHECKS \$ _____

CREDIT CARDS \$ _____

CASH \$ _____

TOTAL \$ _____

DESCRIPTION: _____

(What payment is for: e.g. "ticket sales", "travel refund")
This slip must be completed and attached to all deposits sent to the Cashier in the Business Office..