

# CASHIER DEPOSITS

Please enter the information below for your deposit, and submit it with your deposit at the Cashier's Office.

**Questions?** Please call us at 775-673-7155 or visit the Accounting Services Cashier's Office with this form.

Name		Department
Phone Number	Email Address	
<b>Deposit Information</b>		
Amount		
Payment Type (include check # if applicable)		
Revenue/Spend Category		
Ledger		
Detail Code		
Activity Code		
Program (PG)		
Project (PJ)		
Grant (GR)		
Gift (GF)		
Description (describe what the deposit is for)		

- A *Revenue Category* is used when depositing true revenue/income (i.e., sale of items, membership dues, room rental, etc.).
- A *Spend Category* is used when depositing funds that were part of an original expense (i.e., rebate, refund on returned merchandise, sales tax, etc.).
- If you need assistance determining any of the items above, please contact Accounting Services Cashier's Office.