## **Plymouth State University Deposit Form**

Receipts must be deposited within <u>24 hours for amounts >\$500</u> and <u>within 48 hours for amounts <\$500</u>. Bring deposits to Student Account Services, Speare.

Date of Deposit:	Dept:	
Contact Name:		Phone #:
☐ Check if payment is to be applie	rd against an A/R invoice. A/R i	invoice #
Description of Receipt Activity:		
Deposit Ar	nount	Coding for Deposit Entry
Amt in Cash: \$		Fund:
		Fund:
Amt in Checks: \$		Account:
Total Deposit: \$		Program:
		Activity:
		Location:
Receipts must be deposited within <u>24</u>	•	versity Deposit Form  hours for amounts <\$500. Bring deposits to Student Account Services, Speare.
Date of Deposit:	Dept:	
Contact Name:	Phone #:	
☐ Check if payment is to be applie	ed against an A/R invoice. A/R in	invoice #
Description of Receipt Activity:		
, , ,		
Deposit Ar	nount	Coding for Deposit Entry
Amt in Cash: \$		Fund:
		Org:
Amt in Checks: \$		Account:
		Program:
Total Deposit: \$		Activity:
		Locations