

Instructions - Deposit Remittance Form

Date of Deposit: Enter date deposit prepared

DEPARTMENT INFORMATION SECTION

Department Name: Enter name of the department
Banner Department ID: Enter the department's Banner ID number (9 characters) or N/A if no number has been assigned.

Preparer's

Section: Enter requested information for the person who prepared the deposit and completed the form

Deposited Prepared By: Enter preparer's name
Panther ID Number: Enter preparer's Panther ID #
Contact Email: Enter Preparer's GSU email address
Contact Phone Number: Enter Preparer's phone number
Signature: Preparer should sign in provided space

Verifier's

Section: Enter requested information for the person who verified the deposit

Deposit Verified By: Enter verifier's name
Panther ID Number: Enter verifier's Panther ID #
Contact Email: Enter verifier's GSU email address
Contact Phone Number: Enter verifier's phone number
Signature: Verifier should sign in provided space

Depositor Information: Enter the name of the person who takes the deposit to the University Cashier for receipting

Disbursement Approval - To be completed by authorized personnel in the Office of Disbursements

Required when depositing funds into a travel account code (6XXXX)

**The form should be submitted to the Office of Disbursements for approval prior to delivery to the University Cashier's Office

Name: The approver in Office of Disbursements should enter name here

Signature: Approver should sign here

SOURCE OF FUNDS

Enter a brief description of the source of the funds and/or reason for the deposit

ACCOUNTNG DISTRIBUTION

Enter 1 or more accounts to which the funds should be deposited

Amount: Amount to be deposited into a specific account
Speed Type: Enter in Speed Type (if there is one for the account)
DETC: Enter in Banner Detail Code (if there is one for the account)
Account: Enter 6 digit Account code
Fund: Enter 5 digit Fund Code
Department: Enter 9 digit Department ID number
Program: Enter 5 digit Program code (if applicable)
Class: Enter 5 digit Class code (if applicable)
Project: Enter 10 digit Project code (if applicable)

Deposit Composition

Enter in requested information for various funds

Currency: Enter total amount of currency being deposited
Coins: Enter total amount of coins being deposited
Check Total: Automatically entered from Checks Deposited section
Visa/MC/Disc: Enter total amount of Visa, Master Card and Discover payments included in the deposit
*Merchant ID: Enter last 6 digits of the Bank America Merchant ID number (V/MC/Disc) after the letter "B"
Amex: Enter total amount of American Express payments included in the deposit
*Merchant ID: Enter last 6 digits of the American Express Merchant ID number (AMEX) after the letter "A"

List of Checks Deposited

Enter requested check information for each check included in the deposit. Use the "Additional Checks Log" if necessary.

* Contact the GSU Treasury team for your Merchant ID numbers - treasury@gsu.edu