

# 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

## ACCOUNTING 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](mailto:treasury@gsu.edu)