

## Depositing Funds

Funds being remitted to a project (checks, money orders, or cash) must be accompanied by a deposit slip or reference a Research Foundation invoice number.

### Deposit Slips

- Indicate project/object and amount to be receipted to each object code (see below)
- Indicate the purpose of funds, e.g., sale of materials, workshop fees, conference registrations
- List the source of the funds (name of individual/business) Total of receipts
- Break out total into the amount deposited via check, cash, and/or coins
- Print name of project director, phone number and campus zip

Following is a list of approved object codes, which may be used to deposit funds.

Object Code	Description
6101	Taxable Sales
6105	Non-taxable Sales
2150	Sales Tax
6727	Workshop Fees
6728	Participant Fees
6729	In-Service Fees
6730	Membership Fees
6731	Special Events
6732	Deposits
6733	Deposits

### Examples:

### Fees/Other

Remit To: BMU Room 219, Zip 248	<b>DEPOSIT SLIP</b> (Do not use for gifts/donations*)	RESEARCH FOUNDATION <input checked="" type="checkbox"/> UNIVERSITY FOUNDATION <input type="checkbox"/>
Project #: <u>XXXXX</u>	Object #: <u>6727</u>	Amount: <u>500.00</u>
Project #: _____	Object #: _____	Amount: _____
Project #: _____	Object #: _____	Amount: _____
Project #: _____	Object #: _____	Amount: _____
		Date: <u>2/7/05</u>

\*Use Annual Fund deposit slip for any gifts/donations – Process through CSU, Chico Cashiering Office

List Invoice # if available; otherwise list Purpose of Funds	Name	Amount
<u>Conference registration fees</u>	<u>Lula 222</u>	<u>100 00</u>
	<u>Peg BBBB</u>	<u>100 00</u>
	<u>ABC School</u>	<u>300 00</u>
	Checks	<u>300 00</u>
	Cash	<u>200 00</u>
	Coin	
	<b>TOTAL DEPOSIT</b>	<b><u>500 00</u></b>

  

<u>ABC Conference</u>	<u>5555</u>	<u>000</u>	
Project Name	Phone #	Zip	

[Signature]  
Signature of Project Director  
Rev. 5/04

\_\_\_\_\_  
Signature of Dean if required

Sales

**DEPOSIT SLIP**  
(Do not use for gifts/donations\*)

REMIT TO: BMU Room 219, Zip 248

RESEARCH FOUNDATION  UNIVERSITY FOUNDATION

Project #: XXXXX Object #: 6101 Amount: 1000.00 Date: 2/7/05  
 Project #: XXXXX Object #: 2150 Amount: 72.50  
 Project #: XXXXX Object #: 6732 Amount: 10.00  
 Project #: \_\_\_\_\_ Object #: \_\_\_\_\_ Amount: \_\_\_\_\_

\*Use Annual Fund deposit slip for any gifts/donations - Process through CSU, Chico Cashiering Office

List Invoice # if available; otherwise list Purpose of Funds	Name	Amount
<u>purchase of conference materials and shipping fee</u>	<u>XYZ School District</u>	
	Checks	<u>1082 50</u>
	Cash	
	Coin	
	TOTAL DEPOSIT	<u>1082 50</u>

ABC Conference \*5555 000  
 Project Name Phone # Zip

Signature of Project Director \_\_\_\_\_ Signature of Dean if required \_\_\_\_\_  
 Rev. 5/04

Clearing of Advance

Project	Object	Amount
XXXXX	8090	<\$1000.00>
XXXXX	1461	\$1005.00
Total Amount of Deposit:		\$ 5.00

Amount being cleared should equal the total expense plus deposit.

Receipts total, amount being charged to an expense code should be bracketed. (This is the opposite of what appears on a check request.)

**DEPOSIT SLIP**  
(Do not use for gifts/donations\*)

REMIT TO: BMU Room 219, Zip 248

RESEARCH FOUNDATION  UNIVERSITY FOUNDATION

Project #: 68140 Object #: 1460 Amount: 1015 86 Date: 5-14-04  
 Project #: 68140 Object #: 8088 Amount: <1645 31>  
 Project #: \_\_\_\_\_ Object #: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Project #: \_\_\_\_\_ Object #: \_\_\_\_\_ Amount: \_\_\_\_\_

\*Use Annual Fund deposit slip for any gifts/donations

List Invoice # if available; otherwise list Purpose of Funds	Name	Amount
<u>PTL Clearing of \$2500 advance "6/22/03 STDNT INCE"</u>		<u>370 55</u>
	R. McBride Checks #XXXX	<u>70 55</u>
	Cash	<u>300 00</u>
	Coin	
	TOTAL DEPOSIT	<u>370 55</u>

COYOTE TUBE 895-4212 OFFC 4W  
 Project Name Phone # Zip

Signature of Project Director \_\_\_\_\_ Signature of Dean if required \_\_\_\_\_  
 Rev. 5/03