Departmental Deposit Summary

Date: ________________________________

Deposit Prepared by: ________________________________  Drew Ext: ___________

(initial) [ ] None of the items included in this deposit are donations to Drew University or its Depts
(all donations must be forwarded to and processed by University Advancement x 3234)

<table>
<thead>
<tr>
<th>Item Type</th>
<th># of Items</th>
<th>Total Amount</th>
<th>Must incl Fund, Org, and Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checks</td>
<td>_________</td>
<td>____________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

Bills $100 $100 x _________ = ________________________________
$50 $50 x _________ = ________________________________
$20 $20 x _________ = ________________________________
$10 $10 x _________ = ________________________________
$5 $5 x _________ = ________________________________
$1 $1 x _________ = ________________________________

Coin $1 $1 x _________ = ________________________________
Q Q x _________ = ________________________________
D D x _________ = ________________________________
N N x _________ = ________________________________
P P x _________ = ________________________________

TOTAL CASH ________________

Use of credit cards for Departmental payments must now be approved prior to offering use of and collecting card information for your event/purpose (it costs the University fees to process credit card transactions). Do not assume that approval will be granted for this mode of payment (even if it has been used previously). Email your request to offer credit cards as a form of payment for your event/purpose to business@drew.edu with "Request for use of credit cards" in the subject line.

TOTAL OF DEPOSIT

Description of Deposit (30 characters or less)