



# UNIVERSITY OF BALTIMORE

## DEPOSIT FORM – Cash/Checks

Cash/check:

Department Name: \_\_\_\_\_

Person Making Deposit: \_\_\_\_\_

Workday Chartfield: \_\_\_\_\_  
Driver Worktag      Ledger Account      Revenue      Fund      Cost Center      NACUBO  
(USource/Grant/Gift/      Catagory  
Project)

Amount \$ \_\_\_\_\_

Description: \_\_\_\_\_

Check Number (IF APPLICABLE) \_\_\_\_\_

PAYOR \_\_\_\_\_

Cash/check:

Department Name: \_\_\_\_\_

Person making deposit: \_\_\_\_\_

Workday Chartfield: \_\_\_\_\_  
Driver Worktag      Ledger Account      Revenue      Fund      Cost Center      NACUBO  
(USource/Grant/Gift/      Catagory  
Project)

Amount \$ \_\_\_\_\_

Description: \_\_\_\_\_

Check Number (IF APPLICABLE) \_\_\_\_\_

PAYOR \_\_\_\_\_

Total Deposit Amount \$ \_\_\_\_\_

Completed forms should be sent to mgosnell@ubalt.edu or zzhou@ubalt.edu prior to deposit.

Comptroller's Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_