



UHD Departmental Deposit Form

Submit for processing to UHD Student Financials-Cashier's Office, One Main Building, Suite 310S. To request Police escort, please contact UHD Police Department at 713-221-8065.

Cash handling departments shall follow the University's standard cash procedures outlined in the Cash Handling Policy PS 05.A.18 and shall be subject to periodic review for standards of accountability and compliance with University policies.

Departments may not retain cash overnight. If cash collection is done off-campus, the department manager must ensure all cash is placed in a bank bag and dropped in the night depository at the Cashier's Office. Cash receipts and/or check logs (*if applicable*) and completed **Departmental Deposit Form** must accompany the deposit.

Department: _____

Funds Collected:

_____ **Cash** _____ **Check** _____ **Deposit Total**

Deposit Chart Fields:

GL Business Unit	00784
Ledger	ACTUALS

Fund Code	
Department	D
Program Code	
Project/Grant	
Account (NOT Speed Type)	
Budget Reference	BP20

Depositor Print Name: _____ **Ext:** _____ **Date:** _____

Email: _____ **Signature:** _____

Cost Center Manager Print Name: _____ **Ext:** _____ **Date:** _____

Email: _____ **Signature:** _____