

# Departmental Deposit Form

 [Departmental Deposit Form.pdf](#)

## How to fill out your departmental deposit form:

- Download and complete the departmental deposit form.
- This form should be typed.
- Completely fill out the name/department/contact section, list the total amount of cash, checks or credit cards in the “Tender Breakdown” box.
- You must fill out all General Ledger information; fund, unit, object, location and the amount you are depositing to that account.
- **Failure to complete the deposit slip entirely and correctly** may result in a delay in the processing of your deposit.
- A deposit description is required and each line number should match with the General Ledger line number above.
- Be sure the total amount of your “Total Tender Breakdown” equals the “Total GL Deposit” box.
- If you need a receipt sent back, check the “receipt requested” box and provide a duplicate copy..

## How to make your deposit with Student Finance & Records:

Make deposits at the office of Student Finance & Records cashiers’ windows between 9:30 am and 4:30 pm .

- Depositors need to wait in line for the next available teller to have their deposit processed.
- Deposits which contain cash should not be sent through campus mail. (Keep in mind Student Finance & Records can’t be responsible for delays in mail delivery or possible lost mail).
- Deposits that contain cash will not be accepted from a work study student. These deposits should be made by departmental personnel.
- Provide the cashier with the completed departmental deposit form, tender, and attach all pertinent event/transaction backup.

## How to prepare your money:

### Cash:

- Please secure all cash and put coins in an envelope. Please remember that the office of Student Finance & Records cannot accept foreign bills or coins.
- Coins must be rolled if you have enough to fill a roll.

### Checks:

- Review checks for the following criteria before submitting:
  - Date (checks are generally valid for up to 6 months, unless stated otherwise on the face of the check).
  - Payee should be Roger Williams University or Roger Williams School of Law.
  - Written legal amount. Checks cannot be processed without this filled in.

- Make sure that the legal and numerical amounts match. (written legal amount supersedes the numerical amount)
- Signature of maker.
- Checks should be in US dollars drawn on a US bank. If you have a foreign check, it must be processed separately. Please request assistance.
- Write the G/L number on the upper portion of the front of each check. Do not write anywhere on the bottom of the check. Your deposit cannot be processed without this information.

## Questions?

For questions on how to prepare a deposit, please contact Joanne Fernandes at (401) 254-4550.