



**UMASS
AMHERST**

DEPARTMENTAL DEPOSIT FORM

Date Submitted:

Receipt Requested
(enclose duplicate copy & return envelope)

Cash Breakdown (must be completed for cash)

University of Massachusetts

Depositor: Must fill out name/address and tender sections, as well as speedtype, account, fund, DeptID, Project/Grant. GL Unit will always be UMAMH. Fill in class when applicable

Submitted By :

Tender Breakdown

Dept/Address :

Cash

Checks

Wire

Contact Phone :

TOTAL

Large

Bills

\$1.00

Rolled Coin

Loose Coin

20's

\$0.50

10's

\$0.25

5's

\$0.10

2's

\$0.05

1's

\$0.01

TOTAL

Important: Must put speed type and account on the face of all checks

(5)	(6)	(6)	(5)	(10)	(15)	(4)	
GL Unit	Speed Type	Account	Fund	Dept ID	Project/Grant	Class	Amount
UMAMH							

TOTAL GL DEPOSIT:

DESCRIPTION: 25 CHARACTERS ONLY

Bursars Office Use Only (Notes)

Dept Notes

Bursars Office Use Only (Stamp)