

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 the Bursar’s Office:

Make deposits at the Bursar’s Office cashiers’ windows between 8:30 am and 12:00 pm & 2:00 pm and 4:30 pm, in the Administration Building. The office does not accept deposits between noon and 2:00 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 the Bursar’s Office 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 Bursar’s Office 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 the Bursar's Office](#). For questions about your G/L field string please [contact the Finance Office](#).