EKU DEPOSIT RECORD SAS Receipt no._____

PLEASE NOTE: SAS processes E CHART deposits only. Foundation deposits should be forwarded to the Development Office. If your deposit form is incomplete or the information is incorrect, you will be notified by EKU email that a correction is needed.

Hours for Deposit Drop Off 8:00-3:45 M-F

Office of Student Accounting Services, Whitlock 2nd Floor
Questions: Jackie.Shouse@eku.edu OR SAS.processing@eku.edu

Necessary Information for Your Deposit You Need to Provide:	
Student Organizations:	Org#, Contact **Student Life** for this information
Departmental Deposits:	Fund, Org and Account #s, Contact your **Budget Specialist** if you are unsure
Reimbursements:	Fund, Org and Account #s, you are repaying to, Contact your **Budget Specialist** for info

Required from Depositor:	
Organization/Department Name	Date
Preparer's Name	Phone
Email Receipt to **(EKU EMAIL ONLY)**	

SAS: Received Date If errors, date notified sender

Short-Code (If you have a short-code please use this instead of the F - O- A- P numbers)						(Indicate totals going to multiple accounts)	
FUND	**ORG**	**ACCOUNT**	**PRO**	Activity Code (optional)		**AMOUNT**	
						$	
						$	
						$	
						CHECK TOTAL $	

CASH DEPOSIT DESCRIPTION	**Total**	
	$	
	$	
	$	
	$	
	CASH TOTAL $	

Number of CHECKS	**Deposit Description**	**TOTAL**	
		$	
OR CHECKS that need to be listed individually in the deposit**			
		$	
		$	
		$	
		$	
		$	
		$	
		CHECK TOTAL $	
		CASH & CHECK GRAND TOTAL $	

**If you consistently need multiple checks listed separately, please contact Jackie.Shouse@eku.edu for options.