

Deposit Ticket – Preparation Sample

DEPOSIT TICKET		DOLLARS	CENTS
1)	DATE OF DEPOSIT		
	CURRENCY		
	COINS		
	CHECKS <small>LIST EACH SEPARATELY</small>		
	1 2) List	345	00
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
		TOTAL BACKSIDE OR ATTACHED LIST	3)
		TOTAL	345 00
		<small>PLEASE RE-ENTER TOTAL HERE</small>	
<small>USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.</small>			
			TOTAL ITEMS
			3

Texas Woman's University Operating Account PO Box 425439 Denton, TX 76204-5439	6) Compass Bank Fort Worth, Texas Department Name - Campus Location 000100 I:1212121212121212:0432"3232323232323"	4) \$ 3 4 5 0 0 7) Document # <i>If Journal Entry prepared by dept.</i>
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1. Enter the date of the deposit.
2. Enter the amount of the group of checks (large volume) OR list checks individually.
3. Enter the total deposit amount
4. Re-enter the total deposit amount
5. Include the preparer's initials.
6. Include the Department Name and Campus Location
7. If the Journal Entry is prepared by a department representative, the associated document number should be included.