CHECK/CASH Department Deposit Form

Reason for Deposit:

(13 characters only, including spaces, punctuation, etc. - please print clearly)

Date: / / 

All checks should be made payable to NORTHEASTERN UNIVERSITY.

Total Amount: $

<table>
<thead>
<tr>
<th>BANNER INDEX (six digits)</th>
<th>Fill in numbers below.</th>
<th>BANNER ACCOUNT (five digits)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

For questions about your index or account codes, go to the Banner Finance Web page https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp

Department:

Campus Address:
(room number and building)

Department Contact Name:

Approved by:

Direct Telephone Ext.

All funds should be forwarded to Treasury Services- 349 Richards Hall, on the day the funds are received.

**Note:** if funds you are depositing are a gift to the University or are related to a fund-raising event, these must be processed through Advancement Information Systems Office, 118 Cushing Hall- please contact them at ext. 2791 if you have any questions or need help.