

CHECK/CASH Department Deposit Form

{Rev: 08//2018}

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: \$

BANNER INDEX			Fill in numbers below.				BANNER ACCOUNT				
(six digits)							(five digits)				

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.