



Department Deposit Record (DDR)

For Auction & Fundraising Receipts Only

- Instructions:**
1. Select ONE of the following deposit types: (Only one deposit type per DDR form.)
 Cash Check Visa/MasterCard Discover American Express
 2. Submit completed form with along with the checks, cash, credit card slips or authorizations to the University Cashier LMN 3rd floor.
 3. Retain a copy for your records.

Department	Contact Name	Contact Phone
Campus Address	Submitting Individual	Date

Fund	Organization	Account	Program	Activity	Location	
Transaction Date	Description (35 Characters)				Amount	D/C

Fund	Organization	Account	Program	Activity	Location	
Transaction Date	Description (35 Characters)				Amount	D/C

Fund	Organization	Account	Program	Activity	Location	
Transaction Date	Description (35 Characters)				Amount	D/C

Fund	Organization	Account	Program	Activity	Location	
Transaction Date	Description (35 Characters)				Amount	D/C

Total Deposit Amount: \$ _____

For Office Use Only

Fund	Organization	Account	Program	Activity	Location	
110000	521001	216020	1600			
Sales Tax						
Transaction Date	Description (35 Characters)				Amount	D/C

Date Received	Received by	# of items	Posted by	Date Posted	Reference #
---------------	-------------	------------	-----------	-------------	-------------