

The Procurement Department requires a scheduled appointment for monetary deposits.

Note: Unscheduled or unprepared deposits will be turned away.

Provide the following information when scheduling an appointment ...

1. Prefer Date / Time
2. Name of School Site / Department
3. Your First & Last Name
4. Your Title

Submit the following with your deposit ...

1. Completed **Deposit form** (available on-line under both Business Services and Accounting & Payroll departments, click on employee forms).
2. Xerox copies of checks
3. Customer receipt copy

Contact the appropriate Budget staff member for your school / department to provide you budgetary funding, if necessary. If you need a receipt book, please contact Elizabeth Walker at X88117.

Thank you in advance for your cooperation.