



WICHITA STATE
UNIVERSITY
*Financial Operations
and Business Technology*
Accounts Receivable

Safekeeping Deposit Form

Instructions

Complete the deposit information and cash and check totals for all deposits. This form may be completed digitally but will ultimately need to be printed for submission with the currency being deposited. Return completed form and deposit to Accounts Receivable in Jardine Hall room 201 or by mail to campus box 38. If returning by mail, this form and any accompanying currency must be transported in a locked green bag. All money collected must be deposited within one business day. Allow two business days after depositing to reflect in financial reports.

Deposit Information

Date _____

Organization Name _____

Fund/Organization Number _____

Deposited By _____

Phone Number _____

Email Address _____

Are these funds a gift or sponsorship to the University? _____

If yes, these funds may be processed through the WSU Foundation at the discretion of Accounts Receivable.

Source of Funds (example: membership fees, bake sale) _____

Note: Safekeeping groups are not exempt from collecting sales tax on the sale of tangible items such as mugs, t-shirts, etc. For more information on safekeeping accounts and sales tax, visit www.wichita.edu/safekeeping.

Cash and Check Totals

Enter the amounts of each currency denomination or check in the lines below, as well as check number. If you have more checks than there are lines, attach a calculator tape showing all the checks.

Currency	Amount	Check Number	Amount
Golden Dollar			
Half Dollar			
Quarters			
Dimes			
Nickels			
Pennies			
\$1			
\$2			
\$5			
\$10			
\$20			
\$50			
\$100			

Currency Total _____

Check Total _____

Total Deposit Amount _____

Accounts Receivable Use Only

Receipt Number _____

Sales Tax Calculation if Applicable

W (WXXXXX 100XXX REVAGY) _____

WTAX (Safekeeping Sales Tax) _____

Total _____