

Equity & Inclusion - Divisional Administrative Services

DEPOSIT REQUEST FORM

General: This deposit request form is for use by departments that forward cash and checks to the Equity & Inclusion Divisional Administrative Services for deposit processing.

Instructions: Submit the original copy of this completed form and documentation to the Equity & Inclusion Divisional Administrative Services at 405 Sproul Hall, MC #5920.

***If the deposit is a donation/gift,** documentation is required as set forth by the University's Gift Administration. Documentation consists of the following: original donor letter, original remit device, original matching gift form, copy of solicitation piece, and copy of unit's acknowledgment letter. Submit at least two of the above documentation along with this deposit request form.*

Note: Retain a copy of this form and its documentation for your records.

Date Prepared: _____

DEPARTMENT INFORMATION:

Department: _____

Prepared By: _____

Phone #: _____

Contact Person: _____

Fax #: _____

Email: _____

Phone #: _____

CASH Collection

1) Secure cash in an envelope, attach the envelope and documentation to this form. 2) **HAND-DELIVER** to Equity & Inclusion Divisional Administrative Services, 405 Sproul Hall.

Cash Payable By	Date Collected	Amount	If donation, check box	Fund #	Administrative Office Use Only:		
					Dept ID (Org)	Chartfield 1 (Proj)	Chartfield 2 (Flex)
Total CASH Collection for Deposit							

CHECK Collection

1) Attach checks and documentation to this form. 2) Mail or hand-deliver to Equity & Inclusion Divisional Administrative Services, 405 Sproul Hall, MC 5920.

Check Payable By	Check No.	Check Date	Amount	If donation, check box	Fund #	Administrative Office Use Only:		
						Dept ID (Org)	Chartfield 1 (Proj)	Chartfield 2 (Flex)
Total CHECK Collection for Deposit								

Administrative Office Use Only:

Received by: _____

Date: _____

Phone: _____

Fax: _____

Processed by: _____

Date: _____

Phone: _____

Fax: _____

Notes: _____

Questions? Contact Tonia Williams at toniawms@berkeley.edu.