

Directions: Please separate cash and checks.

Cash: Organize by 1's, 5's, 10's, etc.

Checks:

1. Stamp the back of each check with "Villanova University" signature
2. Organize checks by amount, low to high
3. Copy – use the copy machine to make a copy of all checks being deposited (should fit as many as possible on each page)

Group: _____ **Deposit to:** ___ 3 account ___ 9 account

Checks \$ _____

Cash \$ _____

Total Deposit \$ _____

Source of Funds _____

Submitted By: _____ Date _____