

PSU Miscellaneous Deposit Form Instructions

Three-part electronic form must be completed electronically. Type information on first form and it is duplicated on second and third form. Handwritten forms cannot be accepted.

Deposit Description This is what will be displayed in Banner as the description. The maximum number of characters is 30. Please do not use periods or commas.

PSU ID/Acct# This is used for payment to be 1) applied against an individual's PSU account, 2) applied to a department's PSU account, a C90 account number, or 3) miscellaneous comments.

Cash/Outd/Checks/Cards Enter the type of funds being deposited.

Total will calculate automatically.

Visa/Mastercard # and Exp Date PSU does not accept student payments by credit card except on-line with a convenience fee. Most PSU departments do not accept credit cards. This information section remains on the form for the rare occasion that a department accepts a credit card.

Preparer's First and Last Name, Extension, Email, and Dept/Mail Code are **required** so that if we need to contact you, we can reach you.

Date Please complete date.

PSU uses several methods to gather accounting information. Please choose one method as appropriate to your department:

Detail code only

Index and Account only

Fund/Orgn/Account/Prog

Amount Enter accounting distribution amount.

Total Deposit Assigned accounting distribution will calculate Total Deposit.

Must equal 0 Total of funds being deposited and Total Deposit (accounting distributions) must balance to each other. This is the automatic checking feature to ensure these figures agree.

For more than three accounting distributions, please enter "see attached" in the detail code field and enter the total of the deposit in the amount field. Attach a spreadsheet of the accounting distribution.

Attach documentation. Make copies of checks and documentation prior to coming to the Cashiers window. Cashiers does not offer copying services.

Please hand-deliver all deposits to the NH Lobby - Departmental Cashiers window during regular hours. Do not use inter-campus mail.