

**University Auxiliary Services at Albany, Inc.**

**AGENCY FUND DEPOSIT FORM**

Date: \_\_\_\_\_



***TYPE OF DEPOSIT***

Description: \_\_\_\_\_

**Cash & Checks:**

Number of Checks for Deposit: \_\_\_\_\_ Amount: \_\_\_\_\_

Cash: \_\_\_\_\_ Amount: \_\_\_\_\_

Total Cash & Check Deposit: \_\_\_\_\_

**Credit Cards:**

Use Separate deposit form for all credit card deposits:

Total Credit Card Deposit: \_\_\_\_\_

**Account Name:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Depositor's Name:** \_\_\_\_\_

**Depositor's Signature:** \_\_\_\_\_

**\*\*\* UAS Business Office Only \*\*\***

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Deposited by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Account Code: \_\_\_\_\_

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Submit Gold & White copies to UAS Office  
Retain Green copy for your records