

University of San Francisco | Accounting & Business Services

Departmental Deposit Record (DDR)

Instructions

1. Select ONE of the following deposit types: (Only one deposit type per DDR form.)
 Cash Check Visa/MasterCard Discover American Express
2. Please include the reason this payment is being submitted to the University and any documents that may pertain to this payment. (ex. date of event, event announcement, how the amount owed is calculated, invoices and/or emails.) If more room is needed for the description, please attach a separate page with the explanation.
3. Submit completed form with along with the checks, cash, credit card slips or authorizations to the University Cashier LMN 3rd floor.
4. Retain a copy for your records.

Contact Information

Department	Contact Name	Contact Phone
Campus Address	Submitting Individual	Date

Deposit Information

Fund	Organization	Account	Program	Activity	Location
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Transaction Date	Check#	Banner Description (24 characters)	Amount
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Brief Description/Reason for Payment

Fund	Organization	Account	Program	Activity	Location
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Transaction Date	Check#	Banner Description (24 characters)	Amount
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Brief Description/Reason for Payment

Fund	Organization	Account	Program	Activity	Location
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Transaction Date	Check#	Banner Description (24 characters)	Amount
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Brief Description/Reason for Payment

Total Deposit Amount: \$

For ABS Use Only

Date Received	Received by	# of items	Posted by	Date Posted	Reference #
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