

Emory College of Arts and Sciences Departmental Deposit Form

This deposit form should only be used for deposits to Departmental E&G Budgets and Non-Sponsored Projects.

If depositing to a Sponsored Project (Grant), please complete the OGCA Check Deposit Form, available at www.ogca.emory.edu and on the College Finance website.

If depositing a Gift, please complete the Emory Pledge Card form, available at www.campaign.emory.edu/ways-to-give and on the College Finance website.

ALL DEPOSITS with the appropriate deposit form should be hand-delivered within 24 hours of receipt to:

Shondra Powell
College Finance Office
1707 North Decatur Road
404-727-4638

DEPARTMENTAL DEPOSIT INFORMATION	
Department Name & ID: _____	
Submitter's Name: _____	Submitter's Email: _____
Amount to Deposit: _____	
Business Justification for Deposit: _____	
SmartKey: _____ Account Code:* _____	
Department Signature: _____	Date: _____
Received By: _____	Date: _____
* Frequently used Account Codes:	

If depositing multiple checks/cash to the SAME SmartKey and Account Code, one deposit form may be used. If depositing to DIFFERENT SmartKeys and/or Account Codes use a separate form for each deposit.

Deposits to Expense Account Codes must be substantiated by a Compass Transaction Detail listing the original expense incurred. The SmartKey and Account Code used on the original expense must also be used for the deposit reimbursing the expense. If the original coding used was incorrect, a journal entry must be completed to recode both the expense and the deposit after the deposit has posted to the account.

If three (3) or more checks are being deposited, the submitter must attach a listing (e.g. calculator tape, Excel spreadsheet, etc.) that tallies the total amount for the deposit.