DEPOSITS

COLLECT

• CASH
• CHECKS (MAKE OUT TO VANDERBILT UNIVERSITY)

FILL OUT

• FIND DEPOSIT FORM ON OWENCENTRAL
• COMPLETE THE FORM
• COUNT CASH TWICE, BILLS FACING SAME DIRECTION
• ENTER CHECKS IN ALPHABETICAL ORDER BY LAST NAME PRINTED ON CHECK. (KEEP IN THAT ORDER)

DELIVER

• PHOTOCOPY CHECKS FOR FINANCE DEPT.- YOU CAN USE COPIER IN SUITE 300
• USE STAMP LOCATED IN SUITE 300K TO ENDORSE BACK OF CHECK. STAMP IS ON SHELF AS YOU WALK IN SUITE 300K.
• DELIVER DEPOSIT FORM, CASH AND/OR CHECKS TO SUITE 300K.