

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.