



PSAT EXAMS DEPOSIT FORM

This form may only be used to deposit checks related to PSAT exams. Complete the form below and forward to the cashier to deposit all PSAT exam fees collected from students.

INSTRUCTIONS:

1. Enter department/site number in first box of budget string below.
2. Enter date submitted.
3. Enter amount depositing.
4. Print site/department name.
5. Enter phone number & email.
6. Add any additional information needed in description box.
7. Forward deposit slip and payments to the cashier at the Ed Center, Room 3251.

	DEPT	RESOURCE	BUD REF	ACCT	PROGRAM	CLASS	FUND	EXT
Budget:	<input type="text"/>	90101	00	4305	1000	1110	01000	0000

To: Cashier

Date: _____ Amount: _____

From: _____ Site: _____

Phone: _____ Email: _____

Description: PSAT fees collected from students.

