

Preparing Deposit Tickets

These are the steps for preparing deposit tickets:

1. Endorse the back of any checks.
2. Add up all of the checks, currency, and coins.
3. Complete the bank deposit ticket, listing the total dollars and cents for the currency, coins, and/or checks (no need to write each individual check).
4. Please add your name and department above the date.
5. Do not write anything in the area of the deposit ticket where the routing and account numbers are listed. If you want to write the bag number or any other information, please do so in the area where additional checks are listed.

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

DATE _____

CURRENCY COIN

DOLLARS CENTS

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

71-1212-712

TOTAL

ITEMS

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

UNIVERSITY OF NOTRE DAME
CASH MANAGEMENT

Do not write anything in this shaded area

Need More Information?

For more deposit-related questions or deposit supplies, [email Sheri Cheek](mailto:scheek@nd.edu) (scheek@nd.edu).