PEPPERDINE UNIVERSITY

# GIFT CASH DEPOSIT FORM

**Submit Directly to Cashier's Office**

☐ **Cash Only** **Submit GDS, cashier receipt & supporting back-up documents to Advancement Gifts and Records**

Department Name _____ Prepared By _____ Extension _____ Date _____

| Description | Bus Unit | Fund | Dept | Account | Class | Program | Product | Project | Oper Unit | Amount | Cashier Use Item |
|---|---|---|---|---|---|---|---|---|---|---|---|
| GIFT- | PUNIV | UONDA | 10285 | 106115 | ISGEN | | | | | | CADV |
| COST- | PUNIV | | | | | | | | | | CDEP |
| SALES TAX- | PUNIV | | | 200060 | | | | | | | CDEP |
| | | | | | | | | | | | |
| | | | | | | | | | **Cash Total** | 0.00 | |

**Cash Count Must Be Completed**

| | Currency Amount | | Coin Amount |
|---|---|---|---|
| 100 | | | |
| 50 | | Dollar | |
| 20 | | Half Dollar | 4.00 |
| 10 | | Quarter | |
| 5 | | Dime | |
| 2 | | Nickel | |
| 1 | | Penny | |
| **Total** | 0.00 | **Total** | 4.00 |

**Cash Total $** 4.00

| Additional Notes: i.e. gift donor name, event name, purpose, etc. |
|---|
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**Cashier Use Only**

| Cashier Initial _____ | Date _____ | Receipt Number _____ |
|---|---|---|

**2 Cashier Receipts** ☐

Version: 02.16.24