



BANNER Department Deposit Form

Reason for Deposit:
(please print)

Are these funds a gift to the University or related to a fund raising event?

Please check one: ☐ YES ☐ NO

If you answered YES, these funds must be processed through the Institutional Advancement Division - Development Information Systems Office, 118 Cushing Hall. Please contact them at extension 2791.

Date: / /
 / /

All checks should be made payable to NORTHEASTERN UNIVERSITY. (Please Do NOT Abbreviate.)

Total Amount: \$

| BANNER INDEX (six digits) | | | Fill in numbers below. | | | BANNER ACCOUNT (five digits) | | |
|------------------------------|--|--|------------------------|--|--|---------------------------------|--|--|
| | | | | | | | | |

For questions about your index or account codes, go to the Banner Finance Web page
<https://prod-web.neu.edu/webapp6/Banner/Finance/secure/index.jsp>

Department:

Campus Address:
(room number & building)

Department
Contact Name:
(please print)

Direct Telephone Ext.

All funds should be forwarded to Department Financial Services (349 Richards Hall) or the Development Information Systems Office (118 Cushing Hall) on the day the funds are received.

Departments are NOT allowed to accept cash on behalf of the University. Rev: 04/2011