

Department Deposit Form

Cost Center: _____ Cost Center Number: _____

Prepared By: _____ Phone: _____ Date Prepared: _____

CROSSWALK LINK

Delivered to Bursar/Fin Svcs By: _____ Date Delivered: _____

<https://waveworkscrosswalk.tulane.edu/>

Project Number	Nat Acct	Cost Center Program	Check Number	Amount	Reference/Description (Limit to 45 characters)	Receipt Date
TOTAL						

Cash Total	
Checks Total	
No. of Checks	
TOTAL	

Comments:

Procedure:
 Send the completed form to the appropriate email address PRIOR TO delivering the physical deposit to the corresponding Bursar's Office. Include the Cost Center name in the Subject line of the email.
 Uptown Bursar's Office Email: University.Deposits@tulane.edu; Office Location: 1030 Audubon St., New Orleans LA 70118
 TUHSC Financial Services Email: Downtown.Deposits@tulane.edu; Office Location: 127 Elk Place, Room 250, New Orleans LA 70112
 NOTE: This procedure applies to departmental deposits only; Gift Transmittal Deposits and Research Administration Deposits should follow their normal procedures.