



Office of Finance & Administration

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THE CITY UNIVERSITY OF NEW YORK

CRAIG NEWMARK GRADUATE SCHOOL OF JOURNALISM

Cash Receipt Deposit Form

Please complete this form to record all checks/money orders, and cash to be processed and deposited by Finance.

Program/Department Name: _____

Currency	Payer	Purpose	Amount

Check# / Money Order #	Payer	Purpose	Amount

Date Submitted _____

Total to be Deposited	\$
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Received by Finance _____
Date Received _____

Submitted by _____

Signature _____

Print this form twice if a signed copy is needed for your records. Finance will sign both copies.