

**Hamilton College – Workday Deposit Slip**

Name (Print): \_\_\_\_\_ Phone Extension: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Department: \_\_\_\_\_

Payment Type	Amount	Check Number (If Applicable)
Cash	\$	N/A
Check	\$	
Check	\$	
Check	\$	
Check	\$	
Check	\$	
Check	\$	

**Total Deposit Amount: \$** \_\_\_\_\_

**Revenue Account to Credit**

Initiative/Grant/Gift/Club Project	Revenue Category	Amount
		\$
		\$
		\$

**Or**

Cost Center	Revenue Category	Amount
		\$
		\$
		\$

**Description/Source of Funds (Will appear in the memo field in Workday)**

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\*If providing an Initiative, Gift, Grant, Club, Project you do not need to provide a Cost Center as this will automatically populate upon entry. If you do not have one of these items then you will provide the Cost Center.

\*\*[Revenue Category](#) must be provided on all transactions. If it is left blank it will be tagged 3710RC – Miscellaneous Revenue.

\*\*\*If a deposit slip is delivered with the legacy general ledger number or information is left blank, it will be tagged to 111000CC Miscellaneous Income and not to your departments cost center. Please be sure to utilize the [Workday Cost Center Crosswalk](#) to verify your deposit information. [Deposit Slip Instructions](#)