

# CHECK DEPOSIT

## VANDERBILT UNIVERSITY DESIGNATED CENTER DEPOSIT ROUTING SLIP

DATE: \_\_\_\_\_

TO:  Lera Douglas, Office of Contract and Grant Accounting  
(Contract/Grant Payments, reimbursements, and program income deposits only- VU 1400 18<sup>th</sup> Avenue South, Nashville, TN 37212)

Gift Processing  
(Gift Deposits only- VU Station #357727)

FROM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

### CLASSIFICATION

CONTRACT/GRANT PAYMENT

REIMBURSEMENT  
(Description and copy of MD091 required)

GIFT

PROGRAM INCOME  
(Description required)

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		AMOUNT
ACCOUNT: _____	CENTER: _____	\$ _____
ACCOUNT: _____	CENTER: _____	\$ _____
ACCOUNT: _____	CENTER: _____	\$ _____
ACCOUNT: _____	CENTER: _____	\$ _____
ACCOUNT: _____	CENTER: _____	\$ _____
TOTAL		\$ _____

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Checks \_\_\_\_\_  
Amount of Checks \$ \_\_\_\_\_

**Note: For all deposits, please provide a copy of check(s) OR a listing of check(s) including pertinent information such as, name, amount, and date on check.**