

# Memo

**To:** ALL University Departments  
**From:** The University Cashier's Office  
**Subject:** Departmental Deposits

Please begin using the attached departmental deposit form. This form will ensure that all deposits are being processed timely and accurately.

We appreciate your assistance in implementing this change. Please feel free to contact Terry Storey @ #2-6969 or Patsy Hudson @ 2-4097 or Pam Canady @ 2-4092 you have any questions or concerns.

Thanks,  
University Cashier's Office

