DEPOSIT BACKUP FORM

CAL POLY CORPORATION
SAN LUIS OBISPO

Please transmit this form with all cash or checks for corporation deposits (do not mail cash through campus mail) to CPC Administration Bldg #15. Credit card charges must be submitted on a separate form and **NOT** combined with checks and cash.

Make All Checks Payable To Cal Poly Corporation

Account Title: _____

Deposit for: (must be filled out)

Organization Key (Org Key)	Object Code	Amount

Internal use only: Check for sales tax on product sales; copy AS on gift deposits
All deposits to an 8XXXX object code must have CPC MGT approval

Received From (Payer)	Amount	Checks/Cash Credit Card Charges	Check #
Receipt Total:			

Preparer's Signature	Date	Phone
Cashier	Date	Cash Receipt #

Receipt Requested:
☐ YES
☐ NO

Office Use Only:
Cashier: Original with yellow copy of receipt
Department: Copy with white copy of receipt

Cal Poly Corporation
Financial Services
San Luis Obispo, CA
93407-0707

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