Bursar Deposit Change Form

Transaction Information

All fields must be completed.

Please attach a copy of the collection report.

What is the budget purpose on the deposit form? (6 characters)

What should the budget purpose be?

What is the object on the deposit from? (4 characters)

What should the object be?

What is the date of the transactions? (mm/dd/yyyy)

(Date entered by Bursar)

What is the transaction number? (4 characters)

What is the payfile number? (9 characters)

(example 0201003-1)

What is the amount of the transaction?

_____

Fiscal Officer/Delegate Signature   *Date*