Other Income Deposit

Purpose: Submit this form to deposit non-gift or grant related funds to your VTF fund.

Directions: Complete and sign this form and submit it to the address noted. This form is not to be used for gifts or grants. Include all supporting documentation but do not staple checks to this form. In accordance with established policy, **DO NOT** include personally identifiable information (**PII**) on this form. If such information is required, it should be provided on a separate sheet and transmitted appropriately. Please do not comingle cash and checks in a single deposit. A separate form should be used for each type of deposit (cash or check) and cash must be hand delivered.

MAIL TO:

VTF Accounting Office
902 Prices Fork Road (0172)
Suite 4500
Blacksburg, VA 24061

DATE 05/17/2016

TOTAL DEPOSIT _____ **FUND** _____ **FUND NAME** _____

Deposit Detail – List Checks Individually (Use Additional forms as necessary)

NOTE: SUPPORTING DOCUMENTS MUST BE ATTACHED

Amount	Purpose of Payment	Payer	Activity (optional)

VTF USE ONLY

Account	Bank	Document Number

☐ Receipt Batch Assessable (separate batch)

☐ Journal Entry Assessable (separate batch)

_____ Signature of Preparer (required)

_____ Printed Name of Preparer (required)

_____ Phone

_____ Mail Code