

Hamilton College – Workday Deposit Slip

Name (Print): Alexander Hamilton Phone Extension: 1812

Date: 07 / 11 / 1804

Department: Founding Father Society

Payment Type	Amount	Check Number (If Applicable)
Cash	\$10.00	N/A
Check	\$1,000.00	1789
Check	\$	
Check	\$	
Check	\$	
Check	\$	
Check	\$	

Total Deposit Amount: \$ 1,010.00

Revenue Account to Credit

Initiative/Grant/Gift/Club Project/Start Up Fund	Revenue Category	Amount
123456init	1234RC	\$10.00
		\$
		\$

Or

Cost Center	Revenue Category	Amount
555555CC	5555RC	\$1,000
		\$
		\$

Description/Source of Funds (Will appear in the memo field in Workday)

Payment from event

*If providing an Initiative, Gift, Grant, Club, Project or Start up fund you do not need to provide a Cost Center as this will automatically populate upon entry, unless you have a split deposit as shown above. If you do not have one of these items then you will provide the Cost Center.

**Revenue Category must be provided on all transactions. If it is left blank it will be tagged 3710RC – Miscellaneous Revenue.

***If a deposit slip is delivered with the legacy general ledger number or information is left blank, it will be tagged to 111000CC Miscellaneous Income and not to your departments cost center. Please be sure to utilize the Workday Cost Center Crosswalk to verify your deposit.