Eugenio María de Hostos Community College
of The City University of New York

120 E. 149th St., Bronx, New York 10451 (718) 518-4372, 4373
Office of the Bursar

BURSAR OFFICE

DEPARTMENT CASH/CHECK DEPOSIT FORM

DATE _____

DEPOSIT AMOUNT $_____ [ ] Cash [ ] Check(s)

ACCOUNT _____

PURPOSE _____

_____

_____

NAME OF PERSON MAKING THE DEPOSIT

STUDENT _____ _____
First Last

EMPLOYEE _____ _____
First Last

DEPARTMENT _____

For Office Use

APPROVED BY

DEPARTMENT HEAD _____ DATE _____
Authorized Signature

NOTE:
* All cash/checks must be brought in as soon as possible to the Bursar Office.
** Only authorized personnel should be depositing funds at the Bursar Office.