

Dear Colleague,

Checks must be made payable to Columbia University. Please complete Step 1 and Step 2 of this form to deposit up to 10 checks at a time. Be sure to sign your name in the space provided below and submit to the Business Office with the checks enclosed. In the event a check is returned by the bank, we will notify you. Please be advised that all gifts or donations are processed through the Development Office.

Step 1 – Purpose

Please describe the purpose of this deposit:

Items:	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		

Deposit total:

Step 2 – Department

Submitted by: _____ E-mail: _____ Phone: _____

Name of your Department, Center, or Program: _____

Project, Grant, or Event Name: _____

Signature: _____ Date: _____

Please always feel free to reach out if you need assistance.

Warm regards,

Business Office Team