

Deposit Template

****Indicates required**

Check

Cash

****Department/PI Name:**

****Reason:**

****Project # or Funding Source:**

Electronic Fund Transfer (EFT) Deposit: *Trace number*

****Project # or Funding Source:**

Cash Expense Refund

****Original Voucher, Expense Report # or Journal ID:**

****Reason:**

Comments:

Deposit - Helpful Hints

Cash Expense Refund

[Deposits – Learn & Grow](#)

Cash Expense Refund always relates to an expense paid by UF and must be returned to the original chartfield. Cash expense refunds are received in the form of refunds, reimbursements, rebates and return funds from a vendor.