



# IB EXAMS DEPOSIT FORM

This form may only be used to deposit checks related to IB Exams. Complete the form below and forward to the cashier to deposit all IB Exam fees collected from students. **DUE BY FRIDAY MAY 31, 2019.**

**INSTRUCTIONS:**

1. Enter department/site number in first box of budget string below.
2. Enter date submitted.
3. Enter amount depositing.
4. Print site/department name.
5. Enter phone number & email.
6. Add any additional information needed in description box.
7. Forward deposit slip and payments to the cashier at the Ed Center, Room 3251.

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	DEPT	RESOURCE	BUD REF	ACCT	PROGRAM	CLASS	FUND	EXT
Budget:		00038	00	4305	1000	1110	01000	0000

To: Cashier

Date: \_\_\_\_\_ Amount: \_\_\_\_\_

From: \_\_\_\_\_ Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description: IB fees collected from students. \_\_\_\_\_

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