UNIVERSITY of VIRGINIA

BANK DEPOSIT TICKET ORDER

This form is to be used only by departments that have authority to make deposits directly into the University bank account at Bank of America. Please complete the following information based on your current deposit tickets and send it to the address listed below.

ACCOUNT NUMBER INFORMATION:

Department Name_____
(as it appears on the deposit ticket) (city if other than Charlottesville)

Department Direct Depositor number_____
(first 3 digits on deposit ticket)

Last Deposit ticket number _____
(all 8 digits of last deposit ticket - the number is in lower left hand corner of the deposit ticket)

DEPOSIT TICKET QUANTITY SELECTION: (order a minimum 6 month supply)

☐ 200 ☐ 400 ☐ 800 ☐ 1000 ☐ 2000 ☐ 3000 ☐ 4000 ☐ Other

Price is $33.00 per 200

DELIVERY METHOD: check one (extra charge for 2 Day or Overnight)

You should allow 2-3 weeks for the ordering, printing and delivery of new deposit tickets. This time may be reduced by a few days by using special return delivery.

☐ Standard (3-5 Business Days) No extra charge

☐ 2 Business Day $10.00 - $15.00

☐ Overnight (Next Business Day) PM $25.00 - $30.00

PTAEO:_____
(to charge for deposit ticket costs)

Completed by:_____ **Date:**_____

Email_____ **Phone Number**_____

Return to: **BC Worsley bsw5w@virginia.edu ,**
Carruthers Hall, Box 400194, Charlottesville
FAX (434) 982-2315
Phone (434) 924-4362

DEPARTMENTS SHOULD NOT WRITE BELOW THIS LINE

Order Date _____ **Cost** _____ **Received Date** _____