

DEPARTMENTAL DEPOSIT FORMS

When a new FOAPAL is established and the FOAPAL requires deposits, a deposit form will be sent to you electronically. Do not make changes to the form. If you need to make a change, contact Kay Carter kcarter@eiu.edu .

Occasionally a situation may arise that has your deposit short or over by a small amount. The shortage/overage needs to be recorded properly. If you encounter a cash short/over situation and the deposit form for the FOAPAL does not have a line for cash/short over, please be sure to contact Kay Carter so the line can be added to your deposit form.