

TO: Department Of Financial Services  
 Office Of The Comptroller  
 Accounting Operations

FROM: Office Or School \_\_\_\_\_

SUBJECT: Revenue Deposits And Expenditure Credits

Attached checks or deposit slips should be coded to the following accounts:

| Date        | Check # | Amount | Fund/<br>Cost Center | Internal<br>Order | Commitment Item/<br>General Ledger<br>Account | Description      |
|-------------|---------|--------|----------------------|-------------------|---|------------------|
|             |         |        |                      |                   |   |                  |
| Prepared by |         |        |                      | Date              |   | Telephone Number |