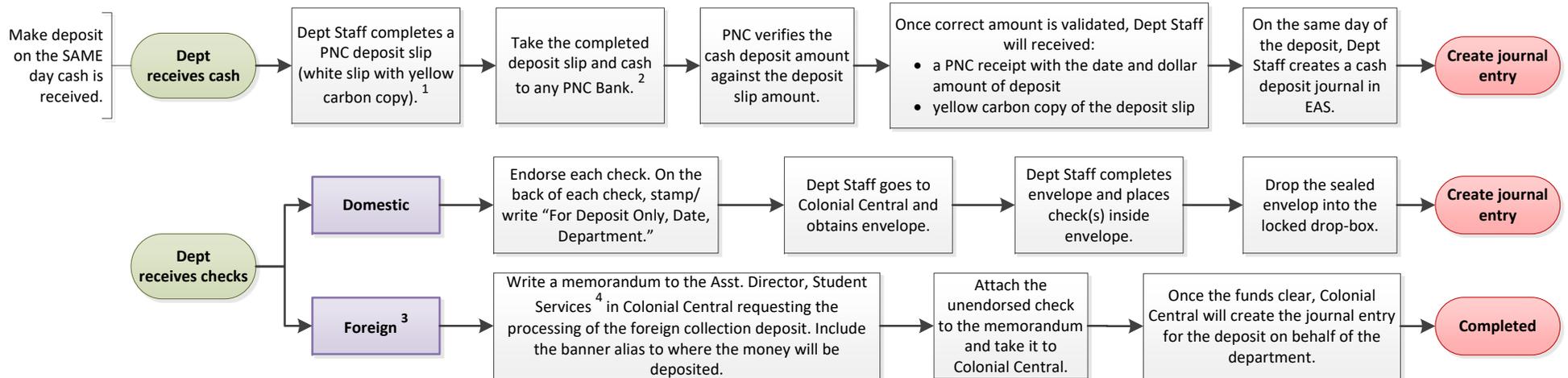
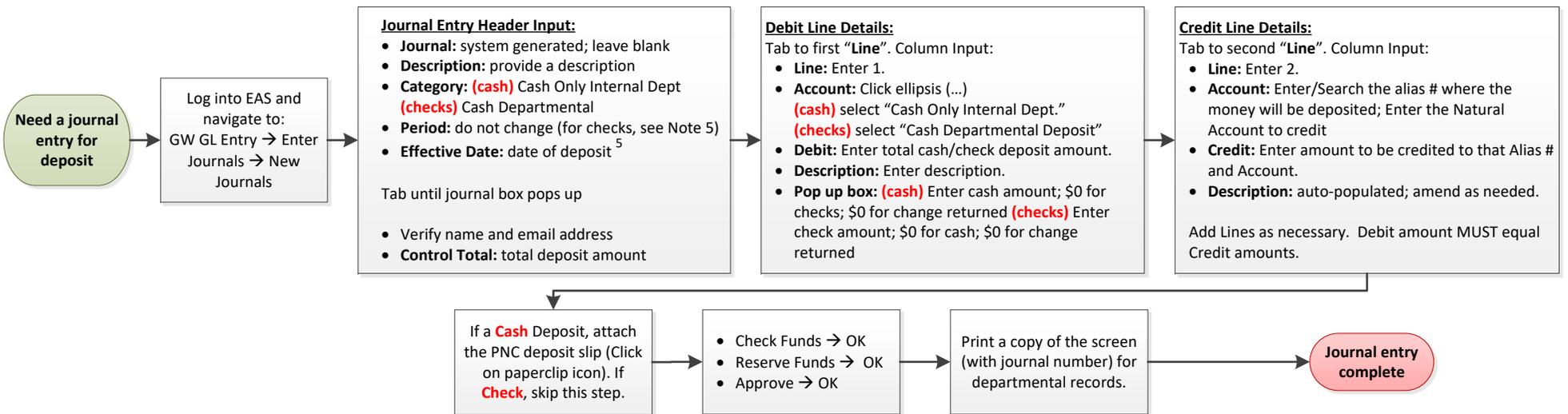


Processing Cash/Check Deposits & Recording Revenue in EAS

CASH & CHECK DEPOSITS



JOURNAL ENTRY IN EAS



Notes:

- Deposit slips are available through the FD's Office or Treasury Management.
- If a GW deposit slip is not obtained prior to going to the PNC Bank, obtain the GW account number from Treasury prior to making your bank visit.
- Check is from a foreign bank.
- Asst. Director, Operations is listed on Colonial Center website at: <https://colonialcentral.gwu.edu/meet-colonial-central-team>
- If it is the last day of the month and the check(s) will be deposited after 2:30pm or the following day, change to the following month. If check(s) will be deposited after 2:30pm, the effective date must also be changed to the following day.

For more information, please see **Section 2** of the **CCAS Staff Manual and Resource Guide**.