

CHECK DEPOSIT

Business Office

435 West 116th Street
New York, NY 10027
T 212 854 7503
bank.deposit@law.columbia.edu

Dear colleague,

Checks must be made payable to Columbia University. Please complete Step 1 and Step 2 of this form to deposit up to 10 checks at a time. Be sure to sign your name in the space provided below and submit to the Business Office with the checks enclosed. In the event a check is returned by the bank, we will notify you. Please be advised that all gifts or donations are processed through the Development Office.

Step 1 – Purpose

Please describe the purpose of this deposit:

Items:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Deposit total: _____

Step 2 – Department

Submitted by: _____ E-mail: _____ Phone: _____

Name of your department, center, or program: _____

Project, grant, or event name: _____

Signature: _____ Date: _____

Please always feel free to reach out if you need assistance.

Warm regards,

Business Office Team