



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:

Empty rectangular box for describing the purpose of the deposit.

Items: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. (List of 10 numbered lines for item details)

Deposit total:

Step 2 - Department

Submitted by: E-mail: Phone:

Name of your Department, Center, or Program:

Project, Grant, or Event Name:

Signature: Date: (Signature and date lines)

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

Warm regards,
Business Office Team