



San Diego Unified School District

IB EXAMS DEPOSIT FORM

This form may only be used to deposit checks related to IB Exams. Complete the form below and forward to the cashier to deposit all IB Exam fees collected from students.

Due by Friday, June 1, 2018

Instructions:

1. Enter Department/Site number in first box of budget string below
2. Print name of person submitting deposit
3. Enter date submitted
4. Print site/department name
5. Enter Phone #
6. Enter total amount of deposit
7. Add any additional information needed in Description box
8. Forward deposit slip and payments to the Cashier at the Ed Center Room 3251

	DEPT	RESOURCE	BUD REF	ACCT	PROGRAM	CLASS	FUND	EXT	
Budget No.:	<input type="text"/>	- 00038	- 00	- 4305	- 1000	- 1110	- 01000	- 0000	
To:	Cashier								
From:	_____				Date:	_____			
Site:	_____				Phone #:	_____			
Amount:	_____								
Description:	IB fees collected from students								

