

**CHECK REDEPOSIT FORM**

**DEPARTMENTAL USE**

**WEB VOUCHER #**

**Please redeposit the attached check:**

Check Number: \_\_\_\_\_ Check total: \$ \_\_\_\_\_

Check date: \_\_\_\_\_

Payee: \_\_\_\_\_

Original Check G/L Coding: \_\_\_\_\_

Reason for Redeposit: \_\_\_\_\_

**REDEPOSIT AUTHORIZED BY:**

\_\_\_\_\_  
Print name and Phone number Date

\_\_\_\_\_  
department name

=====  
**ACCOUNTS PAYABLE USE ONLY**

Date Void at Bank: \_\_\_\_\_

=====  
**ACCOUNTS PAYABLE USE ONLY**

Date Void on General Ledger: \_\_\_\_\_

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*Staple this form to the front of each check (issued by Harvard University) that you wish to redeposit. The check is normally redeposited into the same account coding from which it was originally drawn.*

**SEND TO:  
ACCOUNTS PAYABLE  
1033 MASSACHUSETTS AVE  
2<sup>ND</sup> FLOOR  
617-495-4175**