



# Acknowledgment of Training

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*This form must be signed by the trainee and a supervisor. Send to Bursars Office, Attention: Brenda Borg.  
Interoffice mail: 165 SSB, email preferred: Bursar@utah.edu*

*Access will be granted upon receipt, within 2 business days. You will be notified via email when access has been granted.*

## Trainee:

☐ I acknowledge that I have completed the Online Training for Departmental Deposits.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

U Employee ID: \_\_\_\_\_ Org ID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Supervisor:

☐ I grant permission for the person above to receive access to the Departmental Deposit System the Campus Information System. I am aware that the employee has completed the online training provided by Income Accounting.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_