

**Campus Cash Receipt Form**  
Financial Services



Description		Credit Account		Deposit Amount by Payment Type						TOTAL
Depositor Name	Description	Account/ Project	Sub Account	Cash	Cheque	Debit	Visa	Mcard	AMEX	
Parts Department	Cheque from Town	67890	5088		500.00					500.00
	Conference Deposits	M0065432	5000			40.00		10.00	5.00	55.00
	Conference Deposits \$10	M0065432	5000	50.00						50.00
	Conference Deposits \$20	M0065432	5000	120.00						120.00
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<b>Total</b>				170.00	-	40.00	-	10.00	5.00	\$ 725.00

**Instructions:** Complete this form to accompany any funds to be deposited and any credit card slips to be recorded. Print, sign, and return the completed form to Student Accounts and Accounts Receivable, on the main floor of MacKinnon Hall. Questions can be directed to [aservice@stfx.ca](mailto:aservice@stfx.ca). If cash to be deposited is greater than \$50, please report cash by denomination (\$1, \$2, \$5, etc.) on separate lines, or indicate the cash split by denomination on the back of this form.

Is this a payment for a Invoice issued by the Finance Office?  Yes  No

If yes, what is the Invoice number: \_\_\_\_\_

Is this deposit a reimbursement to StFX?  Yes  No

If yes, Please explain: \_\_\_\_\_

By signing below you are confirming that you have counted the funds to be deposited and they agree to the amounts disclosed on the form.

Prepared By: John Doe

Date Prepared: 6-May-16

Signature: *John Doe*