

## Cash Receipt Instructions

Complete the date, full name of preparer, departmental address/campus box and phone sections on the cash receipt. The cash receipt number and remarks sections are optional and for the department's use only. Cashiers will not enter the information.

The following fields are required: speed type, account, fund, org, program or project/grant. Complete the description and amount fields. The reference field is optional and for the department's use only. It is not required.

**SPECIAL NOTICE:**      **At the user's request, the cash receipt form has been revised and is currently available in triplicate form. The new cash receipt may not be available on each campus. Inquire at your campus Cashier's Office regarding the availability of the new cash receipt in triplicate form.**

From the PS WEB menu, select as follows:

General Ledger  
Chart Fields  
Speed types > (enter) FRS Account Number > Search  
(make selection from list) > Select

### **Copies**

Departments will need to provide cashiers with additional copies of their cash receipts for verifying the amount deposited and validating the receipts. For security reasons, cashiers cannot leave the office and **will not** be able to make copies. **Please do not use staples!**

### **Cash**

A copy of the cash receipt is needed when depositing cash. This enables you to keep a copy of the verified amount when you leave. **You must provide your own copies.**

### **Credit Cards, Advance Deposits & Wires**

Separate cash receipts should be used for credit cards, wires & advance deposits.

### **Multiple Items**

Avoid filling out a cash receipt for multiple items, with the same account numbers, I. e., fees, by depositing your transaction as a one-line item. Include a calculator tape of all the checks. Enter a one-line description on the cash receipt and the total amount of funds received. This method saves time, eliminates filling out a cash receipt for each individual fee and allows cashiers to expedite your transaction efficiently.

### **Total Cash Receipt**

The total cash receipt line must equal the total of all line items and the tender type subtotals.

### **Endorsements**

It is the department's responsibility to stamp the back of all checks with the bank information. The FRS account number on the endorsement stamp should be replaced with the speed type. All checks must be endorsed (stamped) with the following information:

For Deposit Only  
The Regents of the University of Colorado  
A Corporation  
Bank Account #  
Department Name  
Speed Type  
Account Number



CASH RECEIPT

DATE

CASH RECEIPT No.

DEPARTMENT NAME

PREPARED BY

AUTHORIZED SIGNATURE

DEPARTMENTAL ADDRESS/CAMPUS BOX

PHONE

(#) INDICATES NUMBER OF CHARACTER SPACES

(10)	(6)	(5)	(10)	(5)	(5)	(4)
Speed Type	Account	Fund	Org	Program	SubClass	Budget Year
(30) Description				(6) Reference		

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year
Description				Reference		

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year
Description				Reference		

REMARKS

Cash \_\_\_\_\_

Checks \_\_\_\_\_

Credit Cards \_\_\_\_\_

TOTAL F

Wire \_\_\_\_\_

Other \_\_\_\_\_

**Total** **0.00**

CASH

TOTAL MUST MATCH CASH RECEIPT TOTAL

(15)	
Project/Grant	
(16)	(1)
Amount	D/C

Project/Grant	
Amount	D/C

Project/Grant	
Amount	D/C

TOTAL THIS PAGE	
-	

TOTAL FROM ATTACHMENT

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CASH RECEIPT TOTAL

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TOTAL MUST MATCH CASH RECEIPT TOTAL



CASH RECEIPT ATTACHMENT

DATE

(#) INDICATES NUMBER OF CHARACTER SPACES

(10) Speed Type	(6) Account	(5) Fund	(10) Org	(5) Program	(5) SubClass	(4) Budget Year	
(30) Description				(6) Reference		(1) Amount	

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year	
Description				Reference		Amount	

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year	
Description				Reference		Amount	

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year	
Description				Reference		Amount	

Speed Type	Account	Fund	Org	Program	SubClass	Budget Year	
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