



Bursar's Office
Request for Receipt Book Form

Complete and obtain department head approval.
Submit form to Bursar's Office with picture id to obtain Receipt book.
Receipt book must be kept in a secured location and can only be used for the purpose requested.
All funds collected must be kept secured and submitted daily to the Bursar's Office in person .
Receipt books not used for a period of three (3) months must be returned to the Bursar's Office

Department _____

Requested by (please print) _____

Extension _____

Department Head Approval (print & sign) _____

Purpose

I have read this document and agree to the terms and condition. I acknowledge receipt of the book assigned with numbers from _____ to _____ .

Signature _____ Date _____

Cashier Signature _____

How to use the Receipt Book						
<p>1 Enter the following fields;</p> <p style="padding-left: 40px;">Date - Date of when funds were collected</p> <p style="padding-left: 40px;">Received from - Indicate full name and /or organization of payee.</p> <p style="padding-left: 40px;">For - Event / Conference or purpose of payment</p> <p style="padding-left: 40px;">By - Name of person receiving the funds (must be legible)</p> <p>2 Distribute as follows;</p> <table style="margin-left: 40px;"> <tr> <td>Original copy -</td> <td>Customer / Student</td> </tr> <tr> <td>Yellow copy -</td> <td>Attach to deposit transmittal</td> </tr> <tr> <td>Pink copy -</td> <td>Remains in book</td> </tr> </table> <p>3 To void a receipt, staple all three copies in the book and write VOID across the front</p> <p>4 Prepare deposit transmittal when needed</p> <p>5 Attach yellow copies of receipts and any backup information available</p> <p>6 Bring receipt book along with the deposit to the Bursar's Office</p> <p>7 Cashier will verify the money and sign off on the pink copy in the receipt book</p> <p>8 Once receipt book is used or no longer needed, return the book to the Bursar's Office</p> <p style="padding-left: 40px;">If another receipt book is required, a new request form must be submitted.</p>	Original copy -	Customer / Student	Yellow copy -	Attach to deposit transmittal	Pink copy -	Remains in book
Original copy -	Customer / Student					
Yellow copy -	Attach to deposit transmittal					
Pink copy -	Remains in book					