



Send Copy of receipt to: _____

CALIFORNIA INSTITUTE OF TECHNOLOGY

CASHIER DEPOSIT: GENERAL

Mail to: Treasurer's Office, Keith Spalding, MC 234-6

This form is used for a deposit not applied to a Customer's Account or an Invoice in Oracle. Please bring TWO copies if you would like a confirmation from the Cashier's window.

1. Date: _____ - _____ - _____
Day Month Year

2. Requestor: _____

3. Phone #: _____

4. Department: _____

5. Payment Method: (Please check only one box)

Cash Checks Credit Card Other
(Do not combine Cash, Check or Credit Card on the same form. Please use separate Cashier Forms for different types of payment)

International Currency or Check: Please do not combine international checks or currency with domestic items.

6. Description: _____

7. Itemize amount by Project, Task, Award and Category: (Please use separate Cashier Forms for multiple PTA's or Categories)

Project: _____ Amount: _____

Task: _____ Sales/Use Tax: _____

Award: _____ Total _____

- Category: Gift & Endowment, Auxiliary Revenue, Royalty Income, Patent Royalties Payable, Sponsored Research, Reimbursement, Program Income, Royalties Payable Holding Account, Vendor Refund, Revenue, Smart Cash, Intracompany Sales-AUX (BE only)

- HR ONLY: Reimbursement KS TIAA, Reimbursement LTD Dental Ins, Reimbursement LTD Grp Life, Reimbursement LTD Med Ins

8. General Ledger Account: (If different from default GL account)

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS

9. This portion to be completed by the Caltech Cashier's Office ONLY:

- a) Cash Accountant Signature: _____
b) Receipt # _____ c) Date: _____
d) Comments: _____