



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 [] Sponsored Research [] Vendor Refund
[] Auxiliary Revenue [] Reimbursement [] Revenue
[] Royalty Income [] Program Income [] Smart Cash
[] Patent Royalties Payable [] Royalties Payable Holding Account [] 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: _____