

Collin College Receipt/Deposit Form

Date:

Received from:

Description:

For:

Fund	Organization	Account	Org	Amount	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Cash
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Check
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Credit Card
TOTAL				\$ <input style="width: 100%;" type="text"/>	

Received by: Approved

Comments:

For credit card payments, complete a Cash Box and/or Portable Scanner Request form to obtain a portable credit card machine to process credit card payments. Return the machine and credit card batch and detail with this completed form after the event to the bursar/cashier office.

