



Cash Receipts Voucher

Account Number _____ Department Name _____

Transaction Description _____

Checks \$ _____ Cash \$ _____ Total \$ _____

MC/Visa \$ _____ AmEx Total _____
w/prior approval only

Prepared by _____ Extension _____ Today's Date _____

Please forward cash and checks PROMPTLY to Financial Services, Nichols Building

Please forward all credit card vouchers within 3 business days

NEVER SEND CASH VIA CAMPUS MAIL