

**UC HASTINGS COLLEGE OF THE LAW - Office of Fiscal Services
DEPOSIT VOUCHER**

(1) Page of			(2) Receipt # : <small>(to be completed by Cashier)</small>	(3) Date:
(4) Account Number	(5) AR Type	(6) DEP Type	(7) Deposit Description	(8) Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$

(9) Explanation:	(10) Page Total:	\$
	(11) GRAND TOTAL:	\$

(12) Depositor Information		(13) Deposit Contents			
Department/ Organization :		Cash (13a)	\$	CREDIT CARDS (13 f)	
Deposited By: Date	Print Name	Checks (13b) # of checks (13c)___	\$	Visa:	
				MC:	
Fiscal: Print Name Date		ACH (13d)	\$	AMX	
		Wire Transfer (13e)	\$	Disc	
				TOTAL	

Original = Cash Receipts file Yellow = Department/Depositor Pink = Department/Depositor (cash) K:\All Fiscal Staff\MCatig\Forms Deposit Voucher 0309

INSTRUCTIONS FOR COMPLETING THE DEPOSIT VOUCHER

- (1) Page _ of _ : Indicate the total number of Deposit Vouchers being submitted (e.g., Page 1 of 10; Page 2 of 10).
- (2) Receipt #: A system generated reference number issued after the Cashier has recorded the contents of the Deposit Voucher into the cash journal.
- (3) Date: The current date the Deposit Voucher is prepared.
- (4) Account number: The eleven (11) digits account code whereby : xx = fund - xxxxx =program -xxxx= object code.
- (5) AR Type: The Accounts Receivable to which the payment applies. Contact the Cashier if you are unsure of the AR.Type.
- (6) Deposit Type: The Deposit Type to which the payment applies. Contact the Cashier if you are unsure of the Deposit Type.
- (7) Deposit Description: A brief description of the revenue contained in the deposit
- (8) Amount: The amount of each type of revenue being deposited. Note that you can include revenues for accounts receivable payments, deposits and other account numbers on one Deposit Voucher.
- (9) Explanation: A more detailed explanation or additional information about the contents of the deposit.
- (10) Page Total: The total amount of the deposit on this page of the Deposit Voucher.
- (11) Grand Total: The grand total of all revenue being deposited as noted on several pages of Deposit Vouchers.
- (12) Depositor Information: The printed name of the College Department or Student Organization submitting the deposit along with the printed name of the individual submitting the deposit and the current date. "Fiscal" is the printed name of the Fiscal employee who recorded the deposit and the deposit recording date.
- (13) (a) Cash/coin: The total amount of currency and coins contained in the deposit.
 - (b) Checks: The total amount of checks contained in the deposit.
 - (c) # of checks: The number of checks contained in the deposit.
 - (d) ACH The amount of the deposit received via an electronic deposit (e.g., LSAC; ACH debit for McAllister Tower rent)
 - (e) Wire Transfer: The amount of the deposit received via a wire transfer(s).
 - (f) Credit Card: The amount of credit card revenue paid on-line.

K:\All Fiscal Staff\CatigM\FORMS\Instructions for Deposit Voucher0309