

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

(1) Page of		(2) Date:	(3) Receipt #:
(4) Account Number	(5) AR Type / Deposit Type	(6) Deposit Description	(7) Amount
		(8) Total:	
(9) Explanation:			
Depositor Information		(13) Deposit Contents	
(10) Department:		(a) Cash: \$	(d) Credit Cards
(11) Deposited By:		(b) Checks \$	Visa/MC: \$
	Print Name	© # of Checks:	AMEX: \$
(12) Fiscal:			Discover: \$
	Print Name		Total: \$

This form must accompany all deposits submitted to Fiscal Services with the exception of those made by the Bookstore as part of the daily sales and those processed via Benefactor.

Instructions for Completing the Deposit Voucher (Do not complete the shaded areas):

(1) Page of - If more than one deposit voucher is submitted, number the vouchers accordingly. If only one voucher is required, indicate 1 of 1.

(2) Date - Indicate the date the deposit voucher is being completed.

(3) Receipt# - This section is reserved for the Cashier. He/she will indicate the inclusive receipt numbers used to record the deposit.

(4) Account Number - Indicate the 11-digit general ledger account for which the deposit is to be recorded OR

(5) AR Type (Accounts Receivable Type) or Deposit Type - Indicate the AR.TYPE for which the deposit is to be recorded.

AR.TYPES include:

- C 20 - State Recharges
- C 30 - Student Receivables
- C 40 - OCI Interview
- C 70 - McAllister Tower Rent Payment
- C 50 - College Work Study, Wages
- C 51 - College Work Study, Administrative Overhead
- C 60 - Classroom Rental
- C 75 - Westlock Parking
- C 81 - Bookstore, Books and Supplies

Deposit Types include:

- C 30 - Enrollment Deposits
- C 45 - Library Deposits
- C 71 - McAllister Tower Deposits

(6) Description - A description of the deposit.

(7) Amount - Indicate the amount of the deposit to be recorded against the gl account number or AR.TYPE indicated.

(8) Total - Indicate the total amount contained in the deposit.

(9) Explanation - If needed, additional information about the deposit can be noted here.

(10) Department - Print the name of the department the employee works in who is making the deposit.

(11) Deposited By - Print the name of the person making the deposit.

(12) Fiscal - This area is reserved for Fiscal Services. The Fiscal employee who records this deposit will print their name and denote the date in which the deposit was recorded in Colleague.

(13) Deposit Contents - A deposit may consist of cash, checks and/or credit cards. This section allows for the breakdown of the deposit contents.

- a) Cash = indicate the total amount of cash deposited.**
- b) Checks= indicate the total amount of the checks deposits.**
- c) # of Checks - indicate the number of checks deposited.**
- d) Credit Cards - indicate the amount for each type of credit card transaction and the total amount of the credit card transactions being deposited.**

May 2001

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