

AUBURN UNIVERSITY
STUDENT FINANCIAL SERVICES-CASHIER DEPARTMENT
AUBURN , ALABAMA

STUDENT FINANCIAL SERVICES USE ONLY	
JOURNAL NO. _____	(1)
X-REF NO. _____	(1)

COLLECTIONS REPORT/RECEIPTS VOUCHER

Department Name: _____ (2) Address: _____ (2)

Date Prepared by Dept _____ (3) Receipts Attached: _____ (4) Thru # _____ (4)

ACCOUNT NAME	ACCOUNT NUMBER			TC	DESCRIPTION	GROSS COLLECTIONS	SALES TAX	ADJUSTMENTS EXPLAIN BELOW*	NET AMOUNT	D C
(5)	(6)	(6)	(7)	030	(8)	(9)	(10)	(11)	(12)	
				030						
				030						
				030						
				030						
				030						
				030						
				030						
				030						
				030						
	0	19270	2140	030	SALES TAX	(13)			(13)	
(14)		(15)	0940	030	OVERAGES/SHORTAGES				(16)	(17)
								GRAND TOTAL	(19)	

*Explain Adjustment: _____ (22)

After the pink copy is
validated, it will be returned
as your receipt.

Summary Payment Mode	
Checks & M.O.'s	(21A)
Currency	(21B)
Coin	(21C)
Direct/Confirm. Deposits	
Date	
TOTAL	(21D)

PREPARED BY : _____ (23) PHONE: _____

I Certify this to be a True and Correct Report of Income Rcvd. To D.

SIGNATURE: _____ (24)

Endorse checks & attach adding machine tape.

(White Original and Pink Copy to Student Financial Services)

BO 40-01 (Rev. 3/05)