

AUBURN UNIVERSITY
STUDENT FINANCIAL SERVICES – CASHIER DEPARTMENT
COLLECTIONS REPORT / RECEIPTS VOUCHER

JOURNAL NO. _____

Check Total: \$

Department Name: _____

Address: _____

Date Prepared by Dept: _____

Receipts Attached : _____ through # _____

ORGANIZATION NAME	FOAPAL						Jrnal Type	DESCRIPTION	GROSS COLLECTIONS	SALES TAX	ADJUSTMENTS EXPLAIN BELOW	NET AMOUNT	+/
	Fund	Org	Acct	Prog	Actvty	Locatn							
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	101002	N/A	20303	N/A			CR05	AU SALES TAX					
			57100				CR05	OVERAGES / SHORTAGES					

GRAND TOTAL

*** Adjustment Explanation(s) Below:**

Summary Payment Mode	
Checks & M.O.'s	
Currency	
Coin	
Direct/Confirm Deposits***	
Credit Cards ***	
Transaction Date ***	
TOTAL	

Endorse checks and attach adding machine tape.

PREPARED BY : _____ PHONE: _____

I Certify this to be True and Correct Report of Income Received to Date.

Print a White and a Pink Copy. Send both to Student Financial Services. After the pink copy is validated, it will be returned as your receipt.

SIGNATURE: _____
(Should be signed by someone other than Preparer)

CR05 (REV 08/11-B)